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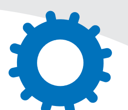
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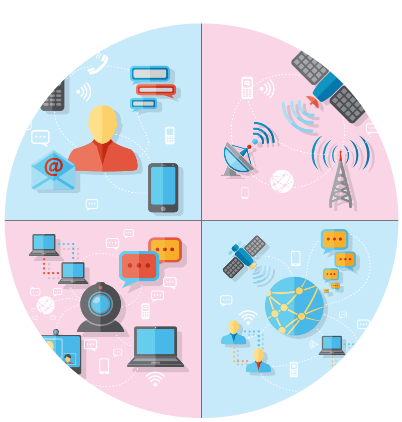
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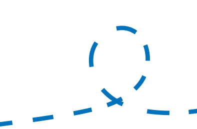
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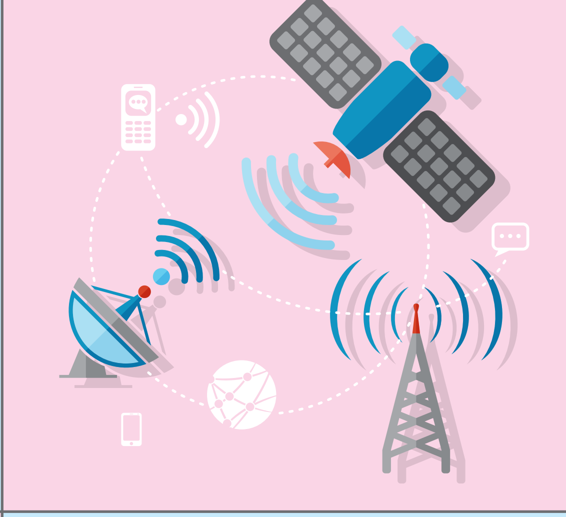
Theme 4 Software Projects





Theme 3
Digital Citizenship









Theme Lessons:

Scope and Sequence



3 Digital Citizenship

Essential Question:
How can ICT tools help us connect with people all over the world

Lesson	Topics	Skills Integration		
		Life Skills	Values	Issues and Challenges
LESSON 1 Explorer in Action	• The importance of digital citizenship • Identifying digital platforms to share and store information • Environmental concerns	**Learn to know:** Problem-solving	**Scientific values:** Appreciation of science and scholars	**Citizenship issues:** National unity; loyalty and belonging **Globalization issues:** Digital citizenship
LESSON 2 Digital Citizenship and Social Responsibility	• Social responsibility • Corporate social responsibility	**Learning to know:** Critical thinking **Learning to live together:** Communication	**Personal values:** Independence Co-existence values: respect	**Globalization issues:** Technological awareness, digital citizenship **Citizenship values:** Awareness of rights and responsibilities, belonging
LESSON 3 Online Communication	• Tone of online communication	**Learning to do:** Decision-making **Learning to know:** Critical thinking **Learning to live together:** Communication	**Academic values:** Appreciation of technology	**Environment and development issues:** Social participation **Globalization issues:** Technological awareness
LESSON 4 Information Websites	• Information websites • Helpful website features • Website creation	**Learning to know:** Problem-solving	**Scientific values:** Appreciation of science and scholars	**Globalization issues:** Technological awareness
LESSON 5 Commercial and Non-Commercial Internet Services	• Commercial and non-commercial internet services	**Learning to know:** Critical thinking	**Work values:** Perseverance	**Globalization issues:** Technological awareness
LESSON 6 Using ICT for Content Creation	• Collections - Microsoft Edge • Writing help - Microsoft Editor	**Learning to know:** Creativity	**Work values:** Cooperation	**Globalization issues:** Technological awareness
LESSON 7 How to Choose Online Sources	• Using sources for research	**Learning to know:** Problem-solving **Learning to do:** Decision-making	**Scientific values:** Appreciation of science and scholars	**Citizenship issues:** National unity; loyalty and belonging **Globalization issues:** Technological awareness
LESSON 8 Choosing Between Synchronous and Asynchronous Communication	• Synchronous & asynchronous communication	**Learning to live together:** Communication **Learning to do:** Productivity	**Live with others values:** Sharing	**Globalization issues:** Civilizational communication **Globalization issues:** Digital citizenship **Globalization issues:** Technological awareness



In this theme, you will learn how to use different digital sources and ICT tools to acquire, create, and share information. You will learn how internet resources are used to communicate and the features that they should include. You will also learn how to analyze the reliability of websites and the products and services they offer. Finally, you'll use online tools to communicate and share information, choosing the form of communication most suited for the task.



Lesson 1 Explorer in Action

درس إثرائي

Peg Keiner



» She is from Chicago in the United States and works as:

1. A National Geographic Explorer.
2. A Global Goals Ambassador for United Nations Association Chicago Chapter.
3. The Director of Innovation at a school in Chicago.

« بيج كينر

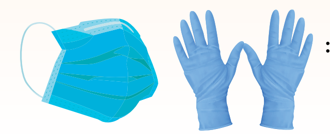
من مدينة شيكاغو في الولايات المتحدة الأمريكية، وتعمل:

1. مستكشفة في منظمة ناشيونال جيوجرافيك.
2. سفيرة للأهداف العالمية لدى الأمم المتحدة.
3. مديرة الابتكار في مدرسة في مدينة شيكاغو.

» At the start of the COVID-19 pandemic in 2020:

- Ms. Keiner noticed that there was a lot of litter from COVID PPE (Personal Protective Equipment).
- PPE, such as:
  1. Facemasks
  2. Disposable gloves
- She decided to help spread awareness of the dangers of litter.

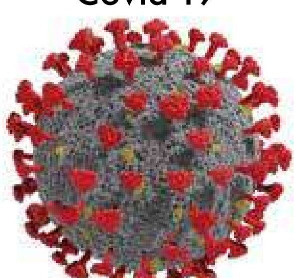
« في بداية جائحة كوفيد - 19 في عام 2020:



- لاحظت كينر وجود الكثير من القمامة الناتجة عن معدات الوقاية الشخصية، مثل:
  1. الكمامات.
  2. القفازات التي تُستخدم لمرة واحدة.
- فقررت المساعدة في نشر الوعي بمخاطر القمامة.



Covid-19

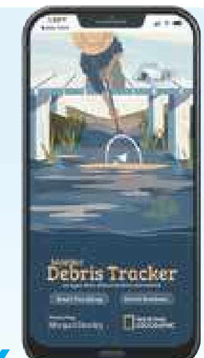


Theme 3



The Role of Ms. Keiner in Tracking PPE Litter

دور السيدة كينر في تتبع مخلفات معدات الوقاية الشهرية



- Ms. Keiner used an app called the Debris Tracker.
- Every time she saw PPE litter:
  1. She took a photo of the litter.
  2. She recorded its location.
  3. She described the kind of litter (paper, plastic, etc.).

استخدمت السيدة كينر تطبيقًا يُسمى «متعقب المخلفات»:

في كل مرة كانت ترى فيها مخلفات معدات الوقاية الشخصية:

1. كانت تلتقط صورة للقمامة. 2. كانت تُسجِّل موقعها. 3. تصف نوع القمامة (ورق، بلاستيك... إلخ).

- Ms. Keiner wasn't collecting litter data alone.
- She educated third- through fifth-grade students on the impact of litter, including PPE, on the environment.
- She taught them to use the Debris Tracker, and to collect data on litter and analyze it.

لم تكن السيدة كينر تجمع بيانات القمامة بمفردها؛ حيث قامت بتعليم التلاميذ من الصف الثالث حتى الخامس مدى تأثير القمامة على البيئة، بما في ذلك معدات الوقاية الشخصية.

قامت بتعليمهم كيفية استخدام تطبيق «تتبع المخلفات»؛ حيث قاموا بجمع البيانات عن القمامة وتحليلها.

- On Twitter and Instagram, Ms. Keiner used the hashtag #trackingppe.
- She piloted social media campaigns to encourage followers in 60 countries to collect PPE Debris and data.
- Eventually, there was a lot of data about PPE litter in the Debris Tracker.

أطلقت السيدة كينر هاشتاج #trackingppe على تويتر وإنستجرام.

قادت حملات على وسائل التواصل الاجتماعي لتشجيع المتابعين في 60 دولة على جمع مخلفات معدات الوقاية الشخصية والبيانات حولها.

في النهاية، كان هناك الكثير من البيانات حول مخلفات معدات الوقاية الشخصية في جهاز تتبع المخلفات.



Lesson 1

» **The data uploaded by Ms. Keiner, her colleagues, and her followers is in the form of:**

1. GPS map locations.
2. Infographics showing the different kinds of debris.

» Researchers analyzed this data and used the results, which highlight the effects of PPE debris on life, to request change.

« **البيانات التي تم تجميعها من قِبَل السيدة كينر وزملائها ومتابعيها هي على شكل:**

1 مواقع خريطة GPS. 2 رسوم بيانية تُوضِّح الأنواع المختلفة من المخلفات.

« قام الباحثون بتحليل تلك البيانات واستخدموا النتائج؛ لتسليط الضوء على تأثير مخلفات معدات الوقاية الشخصية على الحياة للمطالبة بالتغيير.

Debris Tracker: تطبيق «متعقب المخلفات»

» It is a free app that can be downloaded on mobile.

» It records the location with GPS.

» **It collects data; the user can view and gather the data on a spreadsheet that includes:**

1	2	3	4
The location	The material type	Its date	Its name

» Then it displays each type on the map as a blue dot.

» The data can be viewed as a pie chart or a bar graph.

» The data is stored on the Debris Tracker website and is available for anyone to download and analyze.



« هو تطبيق مجاني يمكن تنزيله على الهاتف المحمول.

« يقوم بتسجيل الموقع باستخدام GPS.

« **يقوم بجمع البيانات؛ حيث يمكن للمستخدم عرض وجمع البيانات في جدول يتضمن:**

1 الموقع.

2 نوع المادة التي صُنعت منها المخلفات.

3 تاريخ جمع المخلفات. 4 اسمها.

« ثم يعرض كل نوع على الخريطة كنقطة زرقاء.

« يمكن عرض البيانات على شكل رسم بياني دائري أو عمودي.

« يتم تخزين البيانات على الموقع الإلكتروني لـ«متعقب المخلفات»، وهي متاحة لأي شخص لتنزيلها وتحليلها.

The "Go Green" Initiative

مبادرة «اتحضر للأخضر»



» Social responsibility is the basis on which the Egyptian Ministry of Environment started an initiative in 2019.

- It is part of the National Sustainable Development Strategy, "Egypt 2030."
- It covers 36 environmental issues and encourages a more responsible attitude toward plastic waste and other debris.

» المسئولية الاجتماعية هي الأساس الذي بدأت عليه وزارة البيئة المصرية المبادرة في عام 2019.

- تأتي هذه المبادرة في إطار الإستراتيجية القومية للتنمية المستدامة «مصر 2030».
- وتشمل 36 قضية بيئية، وتُشجع على اتباع نهج أكثر مسئولية في التعامل مع المخلفات البلاستيكية وغيرها من أنواع المخلفات.

Its Goals:

1. Spreading awareness of environmental issues.
2. Emphasizing each citizen's role in protecting the environment and natural resources.

» أهداف مبادرة اتحضر للأخضر:

1. نشر الوعي بالقضايا البيئية.
2. التأكيد على دور كل مواطن في حماية البيئة والموارد الطبيعية.

أهم الكلمات والمصطلحات

United States	الولايات المتحدة	Explorer	المستكشف
Director	مديرة	COVID-19 pandemic	جائحة كورونا
Litter	المخلفات	Personal protective equipment	معدات الوقاية الشخصية
Description	الوصف	Analyze	يحلل
Campaigns	حملات	Encourage	تشجيع
GPS	نظام تحديد المواقع العالمي	Initiative	مبادرة
Environmental issues	القضايا البيئية	Natural resources	الموارد الطبيعية
Ambassador	سفيرة	Piloted	أطلقت
Association	منظمة	Followers	متابعون
Debris Tracker	تطبيق متعقب المخلفات	Spread awareness	نشر الوعي

Exercises on Lesson 1

1 Choose the correct answer:

1 Personal protective equipment includes .... and disposable gloves.

[الإسكندرية - العامرية 2023]

a. facemasks b. PPE c. GPS d. hashtags

2 The Debris Tracker app records the location using ....[الفيوم - إدارة شرق 2023]

a. PPE b. GPS c. IMS d. GPR

3 Ms. Keiner used an app called .... to collect data about PPE litter.

a. the Debris Tracker b. Zoom

c. Skype d. MS Word [البحيرة- دمنهور 2023]

4 The data uploaded by Ms. Keiner, her colleagues, and her followers is in the form of .... showing different kinds of debris.

a. GPS map locations b. infographics

c. a and b d. none of the previous

5 The "Go Green" initiative aims to spread awareness of .... issues.

a. educational b. environmental c. medical d. a&b [دمياط 2023]

6 The Egyptian Ministry of Environment started the "Go Green" initiative in 2019 on the basis of ....

a. social studies b. social responsibility

c. geological studies d. all the previous

7 Ms. Keiner used the .... (#trackingppe) on Twitter and Instagram.

a. posts b. tag c. hypertext d. hashtag

[القليوبية - العبور2023]

8 Ms. Keiner's students collected data on litter and .... them.

a. shared b. analyzed c. deleted d. removed

9 The Egyptian Ministry of Environment started an initiative called "........".

[الإسكندرية - شرق 2023]

a. Debris Tracker b. Covid PPE c. Go Green d. a and b

2 Put (✓) or (✗):

1. PPE is an abbreviation for personal protective equipment. ( )
2. The Debris Tracker app can be downloaded on your phone for free. [الفيوم - إدارة شرق 2023] ( )
3. Ms. Keiner was collecting litter data alone. ( )
4. Twitter and Instagram are common social media platforms. ( )
5. Ms. Keiner teaches students to use Instagram. ( )
6. Anyone can download the Debris Tracker app on his/her phone for free. [الدقهلية - بلقاس 2023] ( )
7. The "Go Green" initiative covers 36 environmental issues. ( )
8. The data uploaded to the Debris Tracker was analyzed and the results were used by researchers. ( )
9. Ms. Keiner used social media campaigns to encourage followers to collect PPE. [الإسكندرية - إدارة وسط 2023] ( )
10. Peg Keiner decided to spread awareness about using ICT tools. ( )
11. The Ministry of Environment started the "Go Green" initiative. ( ) [الإسكندرية - العجمي 2023]
12. Egypt's "Go Green" initiative spreads awareness of environmental issues. [الأزهر الشريف 2023] ( )

3 Complete the missing parts using the words between the brackets:

(Debris Tracker - #trackingppe - PPE - Go Green – Instagram)

1. " .... " spreads awareness of environmental issues.
2. .... includes facemasks and disposable gloves.
3. Ms. Keiner uses the .... app to upload a lot of data about PPE litter.
4. Ms. Keiner used the hashtag .... on social media.
5. .... is one of the famous social media platforms.

Lesson 2

Digital Citizenship and Social Responsibility

Digital citizenship

As a digital citizen, you have both rights and responsibilities.

المواطنة الرقمية: كمواطن رقمي، لديك حقوق وعليك مسئوليات.

Rights الحقوق

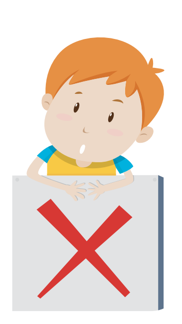


1. Privacy
2. Protection from piracy
3. Ability to engage with others online
4. Provide and access information online
5. Ability to use the internet when you need to

1. الخصوصية.
2. الحماية ضد القرصنة.
3. القدرة على التفاعل مع الآخرين عبر الإنترنت.
4. مشاركة المعلومات والحصول عليها عبر الإنترنت.
5. القدرة على استخدام الإنترنت عندما تحتاج إلى ذلك.

Responsibilities المسئوليات





1. Respect others' privacy.
2. Respect various sources.
3. Exhibit positive behavior in interactions with others.
4. Ensure safe sharing online.

1. احترام خصوصية الآخرين.
2. احترام المصادر المتنوعة.
3. إظهار سلوك إيجابي في التعامل مع الآخرين.
4. الحرص على التشارك الآمن عبر الإنترنت.

Theme 3

Social Responsibility المسئولية الاجتماعية

SOCIALRESPONSIBILITY

- Peg Keiner uses social media to spread information about how to safely get rid of PPE in the environment.
- **You can also use the internet to:**
  1. Help others via social media.
  2. Contribute in social activities that help solve social issues, like:

1 Improving health care	2 Fighting pollution	3 Fighting the factors affecting climate change

« تستخدم بيج كينر وسائل التواصل الاجتماعي لنشر معلومات حول كيفية التخلص الآمن من معدات الوقاية الشخصية في البيئة.

« **يمكنك أيضًا استخدام الإنترنت من أجل:**

1 مساعدة الآخرين عبر وسائل التواصل الاجتماعي.

2 المساهمة في الأنشطة الاجتماعية التي تساعد في حل القضايا الاجتماعية، مثل:

① تحسين الخدمات الصحية. ② مكافحة التلوث. ③ مكافحة العوامل المؤثرة في تغيرات المناخ.



Remember

1. Express your opinions in a **positive** way.
2. Think about how you would communicate with people in person, and how to respect their opinions.
3. You may have information sources about a cause (like videos or articles):
   - Be sure that they are **accurate** and **easy to understand**.
4. Don't spread false information.
5. Make sure the information you share and its purpose are **clear**.
6. Being socially responsible also includes being mindful of the websites you use.
7. If a site is spreading false or harmful information, either through their own content or content they advertise, **stop visiting** that site.

« **يمكنك أيضًا استخدام الإنترنت من أجل:**

1 التعبير عن رأيك بإيجابية.

2 فكِّر في كيفية التواصل مع الآخرين مباشرة، وكيفية احترام آرائهم.

3 إذا كان لديك مصادر معلومات حول موضوع أو قضية معينة (مثل: مقاطع الفيديو أو المقالات)، فيجب عليك التأكد من أن المصادر دقيقة ويسهل فهمها.

4 لا تنشر معلومات كاذبة.

5 تأكَّد من وضوح المعلومات التي تشاركها والغرض منها.

6 المسئولية الاجتماعية تتضمَّن أيضًا الانتباه إلى مواقع الويب التي تستخدمها.

7 إذا كان أحد المواقع ينشر معلومات مزيفة أو ضارة، سواء من خلال المحتوى الخاص به أو المحتوى الإعلاني الذي يتضمنه، توقَّف عن زيارة ذلك الموقع.

Corporate Social Responsibility المسئولية الاجتماعية للمؤسسات

» Companies also use the internet to help others by:

1. Addressing environmental concerns.
2. Supporting important causes.

» This is called Corporate Social Responsibility (CSR).

» Today, many companies include CSR tasks as part of their business plans to provide help to communities around the world.

» يمكن للمؤسسات أيضًا استخدام الإنترنت لمساعدة الآخرين عن طريق:

1. معالجة القضايا البيئية.
2. تقديم الدعم للقضايا المهمة.

» هذا يُسمى المسئولية الاجتماعية للمؤسسات.

» في يومنا هذا، تُدرج العديد من المؤسسات المهام ذات الصلة بالمسئولية الاجتماعية ضمن خُطط أعمالها؛ لمساعدة المجتمعات المحلية في كافة أنحاء العالم.



أهم الكلمات والمصطلحات			
Digital citizen	المواطن الرقمي	Rights	حقوق
Privacy	خصوصية	Protection	حماية
Engage	يشارك	Access	الوصول إلى
Exhibit	يعرض	Behavior	سلوك
Fighting	مكافحة	Climate change	تغيُّر المناخ
Opinions	آراء	Clear	واضحة
Content	محتوى	Advertise	يعلن
Supporting	دعم	Responsibilities	مسئوليات
Health care	الرعاية الصحية	Piracy	القرصنة
Express	يعبر	Respect	احترام
Responsible	مسئول	Addressing	معالجة

Exercises on Lesson 2

1 Choose the correct answer:

1 Digital citizenship is divided into .... [مصر القديمة 2024]

a. rights b. resposibilities c. a and b d. none of them

2 Digital citizenship means you have rights, such as your ....

a. privacy b. location c. keyboard d. piracy

[القاهرة - عين شمس 2024] [الإسكندرية - العجمي 2023]

3 Respecting others' privacy is one of your .... as a digital citizen. [الجيزة - 6 أكتوبر 2024]

a. rights b. responsibilities c. piracy d. credibility

4 The ability to engage with others online is one of your .... as a digital citizen.

a. responsibilities b. rights c. privacy d. security

5 One of the responsibilities you have as a digital citizen is to ....

a. ensure safe sharing online b. respect various sources

c. a and b d. none of the previous

6 One of the rights of a digital citizen is the .... [القاهرة - مدينة نصر شرق 2024]

a. privacy b. protection from piracy

c. ability to engage with others online d. all of them

7 You can access information online as this is one of your .... as a digital citizen.

a. responsibilities b. rights c. privacy d. a and b

8 Expressing your opinion in a .... is a social responsibility.

a. positive way b. negative way c. a and b d. neither a or b

[القليوبية 2024]

9 One of the ways to respect online sources is to .... them.

a. ignore b. credit c. download d. hack

10 You can use digital tools, such as ...., to help others and contribute in social activities. [الجيزة - 6 أكتوبر 2023]

a. Microsoft Word b. social media c. the EKB d. Vlaby

11 Make sure the information you share and its purpose are ....

a. clear b. unreliable c. personal d. harmful

12 📖 If a site is spreading false or harmful information, you should ....

a. proceed visiting that site b. stop visiting that site
c. stop visiting the internet d. all the previous

13 One of the objectives of corporate social responsibility is to ....

a. solve environmental issues
b. view social problems without solutions
c. hack sites d. none of the previous

[أبناؤنا في الخارج 2023]

14 All the following are digital citizenship rights, except ....

a. privacy b. respecting others' privacy
c. the ability to engage with others online
d. protection from piracy [القاهرة - الشرابية 2024]

15 You shouldn't spread .... information. [أسيوط 2024]

a. nice b. good c. right d. false

2 Put (✓) or (✗):

1 One of your rights as a digital citizen is privacy on the internet. ( )

[الإسكندرية - وسط 2023]

2 Protection from piracy is one of your rights as a digital citizen.( )

[القاهرة - عين شمس 2024]

3 You do not have the right to use the internet when you need it. ( )

[القاهرة - الشروق 2024]

4 Piracy is one of your rights as a digital citizen. ( )

[الجيزة - 6 أكتوبر 2024] [الإسكندرية - المنتزه أول 2023]

5 The factors affecting climate change are considered one of the most important social issues. (   )

6 If a site is spreading false or harmful information, stop visiting this site. [القاهرة - الشروق 2024] (   )

7 Sharing and obtaining information are part of the responsibilities that you have as a digital citizen. [الغربية - زفتى 2023] (   )

8 Being socially responsible includes not caring about the websites you use. (   )

9 You should spread false information. [القاهرة - عين شمس 2024] (   )

10 Social responsibility is expressing your opinions positively and respecting others' opinions. [الإسكندرية - إدارة وسط 2023] (   )

11 Companies also use the internet to help others by addressing environmental concerns. [الإسكندرية - المنتزه أول 2023] (   )

12 CSR is an abbreviation for corporate social responsibility. (   )

13 Make sure the information you share and its purpose aren't clear. [القليوبية 2024] (   )

14 One of the social responsibilities is to respect others' opinions. (   ) [الجيزة - بولاق الدكرور 2024]

15 Sharing safley online is one of your responsibilities as a digital citizen. [الإسكندرية - شرق 2024] (   )

16 You can use the internet to help others via social media. (   ) [أسيوط 2024]

17 You should use negative words when communicating online. (   ) [الغردقة 2024]

18 You can share any video without checking its accuracy. (   ) [الإسكندرية - وسط 2024]

19 Respecting the privacy of others is one of the rights of citizenship. [الغردقة 2024] (   )

20 Today, many companies include CSR tasks as a part of their business plans. (   ) [الجيزة - بولاق الدكرور 2024]

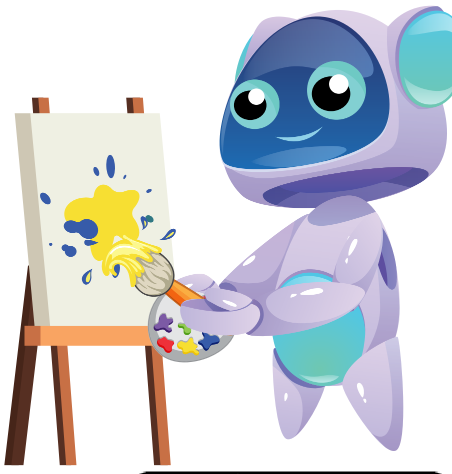




Responsibilites **Rights**







Respecting others' privacy

Privacy

Respecting various sources

Ability to engage with others online

Protection from privacy

Ensuring safe sharing online

Exhibiting positive behavior with others

Ability to use the internet when you need to

Providing and accessing information online

Test Yourself on Lessons 1&2

1 Choose the correct answer:

1. .... is the abbreviation of corporate social responsibility.
   a. GPS b. CSR c. ICT d. EKB
   [الجيزة - بولاق الدكرور 2024]
2. As a digital citizen, we have .... and responsibilities.
   a. tasks b. rights c. roles d. emotions
   [الجيزة - الهرم 2024]
3. Companies help others by addressing environmental concerns or supporting important causes. This is called ....
   a. CSR b. GPR c. PPE d. URL
4. Before sharing sources with others, you must be sure that they are ....
   a. old b. fake c. accurate d. untrusted
   [أبناؤنا في الخارج 2023]
5. 🔒 The"............................" initiative was launched by the Egyptian Ministry of Environment in 2019.
   a. Go Green b. Twitter c. technology d. a and b
   [القليوبية - العبور 2023]

2 Put (✓) or (✗):

1. 🔒 The Debris Tracker is a free application that can be downloaded from a mobile phone. [القاهرة - المستقبل 2023] ( )
2. One of your rights is protection from piracy. [القاهرة - المستقبل 2023] ( )
3. You cannot use the internet to help others through social media. ( )
   [الإسكندرية - العجمي 2024]
4. Be sure the information you share and its purpose are clear. ( )
   [الإسكندرية - المنتزه أول 2023]
5. It is your responsibility to respect the privacy of others. [القاهرة الجديدة 2024] ( )

3 Complete the missing parts using the words between the brackets:

(positive – Privacy – internet – Debris Tracker – responsibilities)

1. Companies use the .... to help others by supporting important causes. [الأزهر الشريف 2023]
2. .... is one of your rights as a digital citizen.
3. You should express your opinions in a .... way. [الإسكندرية - الجمرك 2024]
4. Respecting others' privacy is one of your .... as a digital citizen.
5. 🔒 The .... app recorded locations with GPS.

Lesson 3 Online Communication

درس إثرائي

Tone of Online Communication
أسلوب التواصل عبر الإنترنت

» When communicating with a teacher, or a person of authority:

1. Be polite and respectful.
2. Use titles, for example, Mr., Mrs., or Dr.
3. Avoid making jokes.
4. Introduce yourself if you haven't met the person you're writing to yet.
5. Be clear about what your message is about.
   - State your reason for sending the message up front.



« إذا كنتَ تتواصل مع معلم أو شخص مسئول عبر الإنترنت:

1. كن مهذبًا.
2. استخدم الألقاب، مثل: السيد أو السيدة أو الدكتور.
3. تجنَّب الأسلوب الفكاهي.
4. احرص على تعريف نفسك إذا لم تقابل الشخص الذي تراسله من قبل.
5. كن واضحًا بشأن موضوع رسالتك، واذكر في المقدمة السبب الذي دفعك لإرسال الرسالة.

» When communicating with a peer or classmate you don't know well:

- Be sure to use their full first name.
- Don't abbreviate it.
- Don't use nicknames.

» The abbreviations or nicknames are only appropriate between close friends.

« إذا كنتَ تتواصل مع قرين أو زميل لك في الفصل لا تعرفه جيدًا:

- احرص على استخدام اسمه الأول كاملًا من دون اختصارات أو أسماء مستعارة.
- يكون استخدام الاختصارات أو الأسماء المستعارة مناسبًا فقط بين الأصدقاء المقربين.



» When communicating with a friend or a family member:

1. It's OK to be more casual in tone.
2. Remember to always be respectful.

« عندما تتواصل مع صديق أو أحد أفراد الأسرة:
- يمكن أن يكون أسلوب التواصل غير رسمي.
- تذكَّر دائمًا أن تكون مهذبًا.

» When you are on a video call, our emotions will be visible to everyone.

» Feelings are sometimes more difficult to convey through written messages.





« عندما نتحدث عبر الفيديو نُظهر مشاعرنا وانفعالاتنا للجميع.

« من الصعب نقل المشاعر والانفعالات عبر الرسائل النصية أحيانًا.

Positive Online Communication
التواصل الإيجابي عبر الإنترنت

» Nonverbal communication is lost online and meaning can be misinterpreted negatively. **Why?**

- Because it does not explain:
  - Tone of voice
  - Gestures
  - Posture
  - Eye contact

» As a result, it's important to be positive when communicating online.

« التواصل غير الشفهي يُفقَد خلال التواصلِ عبر الإنترنت، ويمكن أن يُساء فهم المعنى سلبًا. لماذا؟
لأنه لا يُوضِّح: نبرة الصوت، والإيماءات، ووضعية الجسد والتواصل البصري.

« لذلك، من المهم أن نكون إيجابيين عند التواصل عبر الإنترنت.

How to be positive when communicating online.
كيف تكون إيجابيًا عند التواصل مع الآخرين؟

1 Use positive words:

Set a positive tone with words, such as can and will.

❶ **استخدم كلمات إيجابية:**

- اجعل للكلام نبرة إيجابية باستخدام كلمات إيجابية، مثل: أستطيع، وسأفعل.

2 Avoid negative words:

Such as can't, won't, and unfortunately.

❷ **تجنَّب الكلمات السلبية، مثل:**

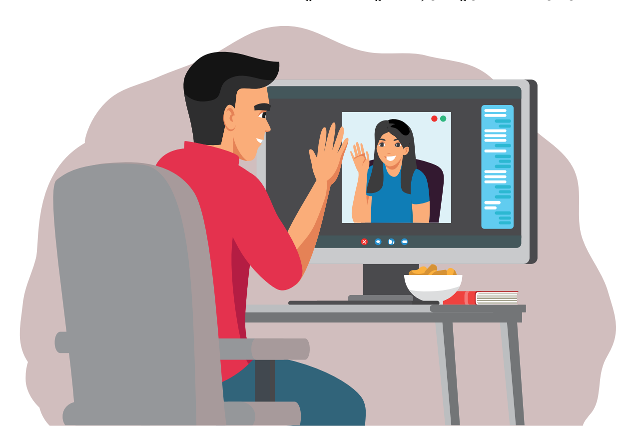
- لا أستطيع، ولن أفعل، وللأسف.

3 Be conversational

- Add warmth to your words using:
  1. Familiar words
  2. Contractions
  3. Personal pronouns
  4. Simple sentence structure
- But be careful; you'll still need to use full sentences, proper grammar, and correct spelling.

❸ **كن حواريًّا:**

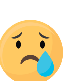
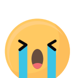
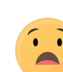
- أضف المودة إلى كلامك باستخدام: كلمات مألوفة – اختصارات – ضمائر شخصية – تركيب جُمَل بسيطة.
- تذكَّر أن تستخدم جُمَلًا كاملة وقواعد نحوية وإملائية صحيحة.





Theme 3

4 Use emojis:

- Emojis add tone and emotion.
- In more formal situations, it's usually safe to use one or two positive emojis.
- If you're unsure, only use emojis if the person you are communicating with uses them first.

4 استخدم الرموز التعبيرية:

- تضيف الرموز التعبيرية النبرة والمشاعر.
- في المواقف الأكثر رسمية يمكن استخدام رمز تعبيري إيجابي أو اثنين.
- في حالة عدم تأكدك، يمكنك استخدام الرموز التعبيرية إذا استخدمها الشخص الذي تتواصل معه أولًا.

5 Begin and end with positive phrases:

- Use friendly or encouraging phrases, such as How are you?

5 استخدم العبارات الإيجابية في البداية والنهاية:

- استخدم العبارات اللطيفة والتشجيعية مثل: كيف حالك؟

6 Assume the best:

- It's easy to misinterpret online communication in a negative way.
- When this happens, try to identify what the person meant, rather than assuming they meant to be negative or hurt your feelings.

6 افترض الأفضل:

- من السهل إساءة فهم التواصل عبر الإنترنت سلبيًا. عندما يحدث ذلك، حاول أن تُحدِّد قصد الشخص، بدلًا من افتراض أنه قصد شيئًا سلبيًا، أو قصد أن يؤذي مشاعرك.



أهم الكلمات والمصطلحات

Communication	التواصل	Nickname	اسم مستعار
Emotions	مشاعر	Polite	مهذب
Respectful	محترم	Convey	ينقل
Appropriate	مناسب	Jokes	النكت
Introduce yourself	عرِّف بنفسك	Tone of voice	نبرة الصوت
Misinterpreted	إساءة فهم	Peer	قرين
Abbreviate	اختصر	Contractions	اختصارات
Encouraging phrases	عبارات تشجيعية	Nonverbal	غير شفهي
Authority	مسئول	Be clear	كن واضحًا
Visible	مرئية	Unfortunately	للأسف
Avoid	تجنب	Personal pronouns	ضمائر شخصية

Exercises on Lesson 3

1 Choose the correct answer:

1. If you're communicating with your teacher, you should use ....
   a. jokes b. titles
   c. his first name d. all the previous [دمياط 2023]

2. When you're communicating with a person of authority, you should ....
   a. be respectful b. avoid making jokes
   c. use titles d. all the previous

3. When communicating with a peer you don't know well, be sure to use their full .... [الإسكندرية - شرق 2023]
   a. first name b. nickname c. abbreviation d. a and b

4. If you are writing to a person that you have never met, you should .... yourself first.
   a. introduce b. produce c. engage d. ignore

5. .... add(s) tone and emotion even in more formal situations.
   a. PowerPoint b. Chats c. Emojis d. Facts
   [الأزهر الشريف 2023]

6. Make sure the information you share is ....
   [الفيوم - إدارة شرق 2023]
   a. personal b. jokes c. clear d. untrusted

7. It's ok to be casual in tone if you're communicating with ....
   a. a person in authority b. a family member
   c. an unknown person d. your teacher

8. When you are on a/an ...., your emotions will be visible to everyone.
   a. video call b. email c. computer d. a and b
   [الإسكندرية - العامرية 2023]

9 Online communication can be positive when you ....

[الإسكندرية - المنتزه ثانٍ 2023]

a. use positive words
b. assume the best
c. avoid negative words
d. all the previous

10 You should always use .... while communicating online.

a. positive words
b. emojis
c. negative words
d. titles

[الغربية - زفتى 2023]

11 Nonverbal communication doesn't show ....

a. eye contact
b. gestures
c. posture
d. all the previous

12 Even in more formal situations, it's usually safe to use .... positive emoji(s).

a. one
b. two
c. more
d. a and b

13 Be conversational when you are communicating online using ....

a. familiar words
b. abbreviations
c. a and b
d. none of the previous

2 Put (✓) or (✗):

1 Be polite and respectful when communicating online with others. (   )

[الإسكندرية - المنتزه أول 2023]

2 Be clear when writing to someone for the first time. (   )

3 Use nicknames when communicating with a classmate you don't know well. (   )

4 You must use positive words when communicating online with others. (   )

[القليوبية - العبور 2023]

5 When you are on a video call, your emotions will be invisible to everyone. (   )

[الإسكندرية - إدارة وسط 2023]

6 Abbreviations and nicknames are appropriate when you communicate with strangers. ( )

7 You should always be respectful when communicating with others. ( )

8 You can be more casual in tone with your teacher. ( )

9 When you are writing a message, your emotions will be visible to all. ( )

[البحيرة - دمنهور 2023]

10 When you are on a video call, your feelings are invisible. ( )

11 Even in formal situations, you can use emojis. ( )

12 Nonverbal communication is lost in online interaction and can be negatively misinterpreted. ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Use titles	a. if you're communicating with a classmate you don't know well.
2 You can be more casual in tone	b. if you haven't met the person you're writing to.
3 Don't abbreviate the name	c. if you're writing to your friend.
4 Introduce yourself	d. when communicating online.
5 Avoid negative words	e. when you are communicating with a teacher.

1 .... 2 .... 3 .... 4 .... 5 ....

Lesson 4 Information Websites

Examples of reliable online libraries

Egyptian Knowledge Bank



The Alexandria Digital Library

BIBLIOTHECA ALEXANDRINA
مكتبة الإسكندرية

The Egyptian Knowledge Bank (EKB) offers:

It's the world's largest collection of online educational resources, including

- Articles المقالات
- Dictionaries القواميس
- Encyclopedias الموسوعات
- Books الكتب
- Videos مقاطع الفيديو
- Audios الصوتيات
- Interactive files الملفات التفاعلية



- Free access for all Egyptian citizens.
- Content suitable for all ages.
- Safe and accurate sources.
- Files can be downloaded to your device.
- Material that is subject to copyright.



- يتيح استخدامًا مجانيًّا لجميع المواطنين المصريين.
- محتوى مناسب لجميع الأعمار.
- مصادر آمنة ودقيقة.
- إمكانية تنزيل الملفات على أجهزتك الخاصة.
- مصادر تخضع لحقوق النشر.

Helpful website features
سمات مواقع الويب المفيدة

1 Search engines inside the website:

- They are found directly within a web page.
- They provide results based on what you type in the field.
- The EKB and ADL content have specialized search engines.

1 محركات البحث داخل الموقع:
- توجد داخل الموقع مباشرة في صفحة الويب.
- تُقدِّم نتائج بناءً على ما تكتبه في الحقل.
- يحتوي بنك المعرفة المصري ومكتبة الإسكندرية الرقمية على محرك بحث متخصص خاص بهما.

2 Menus:

- They help you find information.
- They help you avoid scrolling and spending too much time looking for general information.
- They include clear titles and content information.

2 القوائم:
- تساعد القوائم في العثور على المعلومات.
- تساعد في تجنُّب التمرير وهدر الوقت في البحث عن معلومات عامة.
- تتضمَّن عناوين واضحة ومعلومات خاصة بالمحتوى.

3 Icons:

- They can be clicked to reach other sections or webpages.

3 **الأيقونات:** يمكن النقر عليها للوصول إلى أقسام أو صفحات ويب أخرى.

4 Contact and About fields:

- They are easy to find, so visitors can contact or learn more about the people involved in a website.
- About link: may include taglines, which are short pieces of information to provide an overall theme for the website.

4 حقول «تواصل معنا» و«عن الموقع»:
- يسهل العثور عليها حتى يتمكَّن الزوار من الاتصال أو معرفة المزيد حول الأشخاص المشاركين في موقع الويب.
- رابط «عن الموقع» قد يتضمَّن عبارات توضيحية؛ وهي فقرات قصيرة من المعلومات تقدم لمحة عامة عن الموقع.

Theme 3

Website Creation إنشاء موقع إلكتروني

» Software programs like WordPress are used to create websites.

» **Website creation steps:**

1. In the program, choose:
   1. Blanck template

      or

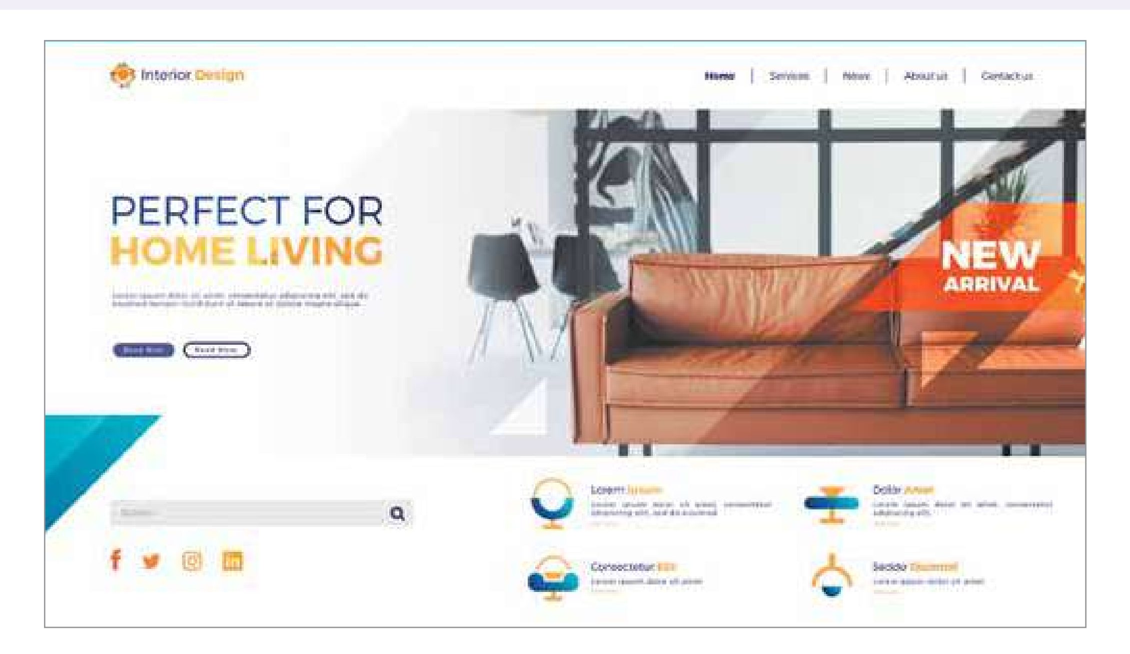
   2. Preloaded template
2. Once you choose a template to work with, you will be able to access free design tools to create your website.
3. Be sure to consider the photos and videos, and the font size/type to make your site user-friendly and visually appealing.

« خطوات إنشاء موقع إلكتروني:

1. اختر نموذجًا فارغًا أو أحد نماذج البرنامج المحملة مسبقًا.
2. بعد اختيارك للنموذج، ستتمكن من الوصول إلى أدوات تصميم مجانية لإنشاء موقعك الإلكتروني.
3. لكي يكون موقعك سهل الاستخدام وجذابًا من حيث الشكل، عليك مراعاة الصور ومقاطع الفيديو وحجم الخط ونوعه.

The homepage is the first screen a visitor will see when visiting your site.

الصفحة الرئيسية: هي الشاشة الأولى التي يراها الزائر عند الدخول إلى الموقع الإلكتروني.



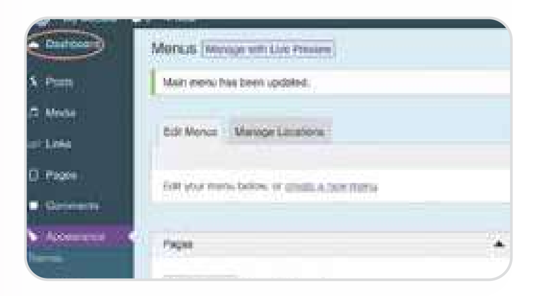
Steps to create a homepage:

1 Write your suggested website's title and a tagline to explain what it's about.

2 **Design your homepage.**
Make sure it's appealing and your theme is clear. Also, add a Contact and About Me page on the website.



3 Add Menus for easy navigation.



خطوات إنشاء الصفحة الرئيسية لموقع إلكتروني:

1 اكتب عنوانًا مقترحًا لموقعك الإلكتروني، والشعار الترويجي الخاص به؛ لتوضيح محتواه.

2 صمِّم صفحتك الرئيسية:

- احرص على أن تكون جذابة،
- احرص على أن يكون موضوعك واضحًا.
- أضف صفحة (تواصل معنا) و(من نحن) على الموقع.

3 أضف (قوائم) لسهولة التنقل داخل الموقع.

أهم الكلمات والمصطلحات			
Articles	المقالات	Menus	القوائم
Scrolling	التمرير	Encyclopedias	الموسوعات
Interactive files	الملفات التفاعلية	Overall theme	لمحة عامة
Creation	إنشاء	Copyright	حقوق النشر
Features	سمات	Homepage	الصفحة الرئيسية
Dictionaries	القواميس	Accurate	دقيق
Taglines	عبارات توضيحية	Template	نموذج

Exercises on Lesson 4

1 Choose the correct answer:

1. Examples of reliable online libraries include .... [مصر القديمة 2024]
   a. Alexandria Digital Library
   b. The Egyptian Knowledge Bank
   c. a and b
   d. none of them

2. .... provides one of the largest collections of online educational resources all over the world.
   a. The EKB
   b. Wikipedia
   c. ADL
   d. None of the previous

3. The EKB and ADL websites have a specialized .... [البحيرة - دمنهور 2023]
   a. personal information
   b. search engine
   c. browser
   d. none of the previous

4. Alexandria Digital Library and Egyptian Knowledge Bank are .... libraries. [الإسكندرية - المنتزه أول 2023]
   a. online
   b. offline
   c. untrusted
   d. a and b

5. .... help you save time and find information easily.
   a. Contacts
   b. Menus
   c. URLs
   d. Posts

6. You can click on the .... field to reach other sections or webpages.
   a. Icons
   b. Menus
   c. About
   d. Contact

7. One of the features of EKB website is that it .... [أبناؤنا في الخارج 2023]
   a. contains few sources
   b. is free to use for all Egyptians
   c. contains unreliable sources
   d. all the previous

8. Egyptian Knowledge Bank has content suitable for ....
   a. children only
   b. teachers only
   c. students only
   d. all ages

9. The .... field includes short pieces of information about the website.
   a. Icons
   b. Menus
   c. About
   d. Homepage

10. The first screen a visitor will see when visiting your site is called the ....
    a. Menus
    b. Homepage
    c. Contacts
    d. About

[الإسكندرية - شرق 2023]

11 The .... program is used to create websites. [القاهرة - عين شمس 2024]
a. Photoshop b. keyboard c. WordPress d. none of them

12 When you start creating your website, you can choose ....
a. a pre-loaded template b. a blank template
c. a and b d. none of the previous

2 Put (✓) or (✗):

1 The Alexandria Digital Library is one of the unreliable online sources. (   )
2 EKB includes articles, dictionaries, encyclopedias, and videos. (   )
3 EKB is considered one of the unreliable online sources. [الجيزة - الهرم 2023] (   )
4 EKB access isn't free for all Egyptian citizens. [الدقهلية 2023] (   )
5 Helpful websites don't have search engines inside them. (   )
[الإسكندرية - شرق 2024]
6 Downloading files from the EKB to your device is not allowed.
[القليوبية 2024] (   )
7 The EKB offers material that is subject to copyrights. [الجيزة - الدقي 2024] (   )
8 The "About" field includes short pieces of information about the website. (   )
9 The EKB has safe and reliable resources. [الفيوم - إدارة شرق 2023] (   )
10 Icons can be clicked to reach other sections or webpages. [القليوبية 2024] (   )
11 Menus include clear titles and content information. (   )
[الجيزة - بولاق الدكرور 2024]
12 We can use Paint program to create webpages. (   )
[القاهرة الجديدة 2024] [الإسكندرية - وسط 2023]

3 Choose from column (A) what suits it in column (B):

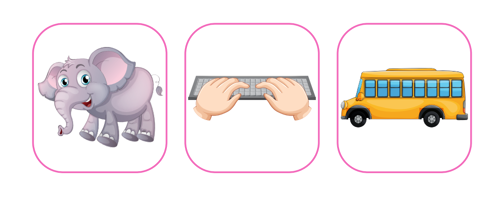
Column (A)	Column (B)
1 EKB	a. Click on it to reach other sections or webpages.
2 Icon	b. You can choose it when you start creating your website.
3 Menu	c. Save your time when you are looking for general information.
4 WordPress	d. It's a software that is used to create websites.
5 A blank template	e. It contains reliable and accurate resources.

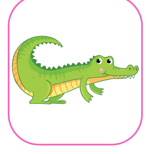
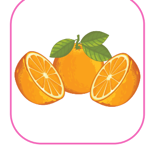
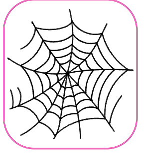
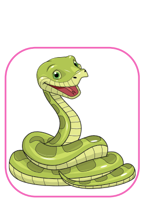
1 .... 2 .... 3 .... 4 .... 5 ....

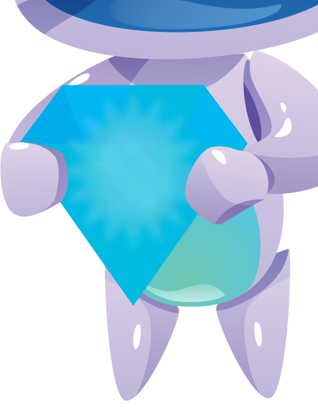


ENTER CODE

Write the first letter of each picture to get the code:

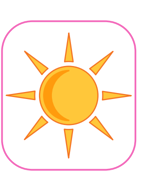










Test Yourself on Lessons 3&4

1 Choose the correct answer:

1 .... are found directly in a webpage and provide results based on what you type in the filed. [القليوبية 2024]
a. Menus b. Icons c. Search engines d. Links

2 We use software programs like .... to create websites. [القاهرة - عين شمس 2024]
a. WordPress b. Paint c. Excel d. PowerPoint

3 You should exhibit .... behavior with others online. [الفيوم - إدارة شرق 2023]
a. positive b. negative c. VPN d. unkind

4 You can find secure and verified information in .... [أبناؤنا في الخارج 2023]
a. digital libraries b. digital blogs c. Wikis d. Facebook

5 🔒 When you communicate with a responsible person, you should ....
a. write vaguely b. avoid making jokes
c. use nicknames d. use more emojis [أبناؤنا في الخارج 2023]

2 Put (✓) or (✗):

1 A helpful website doesn't have search engine inside the website. ( )
[القليوبية - العبور 2023]

2 🔒 Using emojis in messages shows the tone and emotion. ( )
[دمياط 2023]

3 🔒 When communicating with a close friend, you can use nicknames.
[القاهرة - المستقبل 2023] ( )

4 Menus help you avoid scrolling and spending too much time looking for general information. ( )

5 EKB offers materials that are subject to copyright. [الجيزة - الدقي 2024] ( )

3 Complete the missing parts using the words between the brackets:

(emojis – Icons – EKB – reliable – difficult)

1 .... offers the world's largest collection of educational resources.
[السويس 2024]

2 🔒 You can use .... in online communication.

3 You can click on " .... " to reach other sections in the webpage.
[الإسكندرية - العجمي 2023]

4 Alexandria Digital Library is one of the .... websites.

5 When writing a text message, feelings are .... to convey.

Lesson 5 Commercial and Non-Commercial Internet Services

Websites are classified into

1 Commercial Websites	2 Non-Commercial Websites
Purpose	
To sell products or services. بيع المنتجات أو تقديم الخدمات.	To provide information or raise awareness on an issue. توفير المعلومات أو التوعية حول مسألة ما.
Example	
Amazon website amazon	Egyptian Knowledge Bank 



- Commercial websites include **customer reviews**, which can be helpful to both the **business** and the **customer**.
- **Reviews** help customers decide if they want to buy a particular product or not.

- تتضمَّن المواقع التجارية جزءًا مخصصًا لتعليقات العملاء وآرائهم؛ مما يفيد المشروع والعميل.
- تساعد تعليقات العملاء وآراؤهم العملاء الآخرين في اتخاذ قرار شراء منتج معين أم لا.

We can get information about any product from



2 Advertisements

Lesson 5

1 Reviews:

Fake reviews

Positive Reviews

1. Businesses write their own reviews.
2. Family or friends do that

Reason: To make the products seem more appealing.

Negative Reviews

» Rival business write negative reviews under a false name.

Reason: To prevent potential customers from making a purchase.

التعليقات والتقييمات الوهمية:

- تعليقات إيجابية: تكتبها الشركة بنفسها أو يطلب أعضاؤها من أفراد أسرهم أو أصدقائهم كتابة تعليقات إيجابية للترويج لمنتجات الشركة.
- تعليقات سلبية: تكتب الشركة المنافسة تعليقات سلبية تحت أسماء مستعارة على المواقع الإلكترونية لمنافسيهم؛ بغرض منع العملاء المحتملين للشركة التي ينافسونها من شراء المنتجات.

NOTES:






1. Some reviews may not be entirely fake, but they may be misleading.
2. A review that's overly positive or negative shouldn't be trusted.
3. Extreme reactions to products aren't usually good indicators of a product or service's true value.

1. قد لا تكون بعض التعليقات والتقييمات وهمية تمامًا، لكنها قد تكون مُضلِّلة.
2. لا يجب الوثوق بتعليق أو تقييم يبالغ بالإيجابية أو السلبية.
3. الانفعالات المبالغ فيها تجاه المنتجات قد لا تكون مؤشرًا جيدًا لقيمة المنتج أو الخدمة الحقيقية.



2 Advertisements:

» Websites can use information about the sites you visit and online accounts you have, to place advertisements, that are geared towards your:

1 **Interests** 2 **Geographic location** 3 **Age** 4 **Gender**

- يمكن لمواقع الويب الحصول على معلومات حول المواقع التي تزورها، وأي حسابات تملكها عبر الإنترنت؛ بغرض وضع إعلانات تتطابق مع: اهتماماتك، موقعك الجغرافي، عمرك، جنسك.

For example:

- Rami likes to watch videos about football, his favorite sport. He also likes electronics and looks up the latest gadgets. When Rami is watching videos online, the advertisements that pop up are often for sporting goods, or computer products.

- يحب رامي مثلًا مشاهدة مقاطع فيديو عن كرة القدم، فهي رياضته المفضلة، كما يحب الأجهزة الإلكترونية، ويبحث دائمًا عن الابتكارات الجديدة فيها.

وعندما يشاهد رامي مقاطع فيديو على الإنترنت، فغالبًا ما تتعلق الإعلانات التي تظهر له بالسلع الرياضية أو المنتجات الحاسوبية.

- If you visit a certain website, or focus on a specific brand, that brand might pop up more whenever you visit other websites.

- إذا زرت موقعًا إلكترونيًّا معينًا أو ركزت على علامة تجارية معينة؛ فقد تظهر لك هذه العلامة التجارية أكثر فأكثر كلما زرت مواقع إلكترونية أخرى.

أهم الكلمات والمصطلحات			
Commercial	تجارية	Non-commercial	غير تجارية
Opinions	آراء	Products	منتجات
Services	خدمات	Decision	قرار
Sell	يبيع	Buy	يشتري
Awareness	الوعي	Customer reviews	تعليقات العملاء
Geographic location	الموقع الجغرافي	Appealing	مرغوب
Advertisements	إعلانات	Rival business	شركة منافسة
Fake	غير حقيقية		
Misleading	مضللة		

Exercises on Lesson 5

1 Choose the correct answer:

1. The websites can be divided into .... websites. [القاهرة - المستقبل 2023]
   a. commercial b. non-commercial
   c. all the previous d. none of the previous
2. .... is an example of a commercial website. [أسيوط 2024]
   a. EKB b. Amazon c. WhatsApp d. ADL
3. Commercial websites often include ....
   a. customer reviews b. scientific materials
   c. news articles d. none of the previous
4. The purpose of non-commercial websites is to .... [الجيزة - العمرانية 2024]
   a. sell products b. raise awareness
   c. provide information d. b and c
5. The purpose of commercial websites is... . [الإسكندرية - المنتزه ثانٍ 2024]
   a. helping students b. awareness for customers only
   c. selling products d. providing news
6. Reviews help .... decide if they want to buy a product or not.
   a. customers b. businesses c. a and b d. none of the previous
7. .... is an example of non-commercial websites. [الدقهلية - بلقاس 2024]
   a. EKB b. Amazon c. Jumia d. Noon
8. .... reviews include positive reviews written by businesses to make their products more appealing.
   a. Personal b. Fake c. General d. Trusted
9. .... is/are ways to get information about a product. [القاهرة - الزيتون 2024]
   a. Reviews b. Advertisements c. a and b d. none of them
10. Websites can use information about the sites you visit to show............ about your interests.
    a. reviews b. advertisements c. information d. feedback
11. If someone writes a comment that says, "It is a very bad product; I wish I could evaluate it with zero!", this is considered a .... comment.
    a. positive b. negative
    c. none of the previous d. all the previous

12 Your friend bought one of the football equipment from Amazon, which means he used a .... site. [أبناؤنا في الخارج 2023]

a. social b. non-commercial c. commercial d. educational

2 Put (✓) or (✗):

1 The purpose of non-commercial websites is to provide information. [الإسكندرية - شرق 2024] ( )

2 Websites are either commercial or non-commercial. [أسيوط 2024] ( )

3 The EKB is an example of a commercial website. ( )

4 Commercial websites often include customer reviews. [البحيرة-دمنهور 2023] ( )

5 Some rival businesses write negative reviews on their competitors' sites. [الإسكندرية - المنتزه أول 2023] ( )

6 A review that's overly positive or negative should be trusted. ( )

7 Amazon is an example of commercial websites. [الإسكندرية - العجمي 2024] ( )

8 Reviews can affect the products and services positively or negatively. ( )

9 Extreme reactions to a product often indicate its true value. ( )

10 We should depend on fake reviews when evaluating products. ( )

11 Customers' reviews are useful for developing a company's products. ( )

12 We can buy products online from non-commercial websites. [القليوبية 2024] ( )

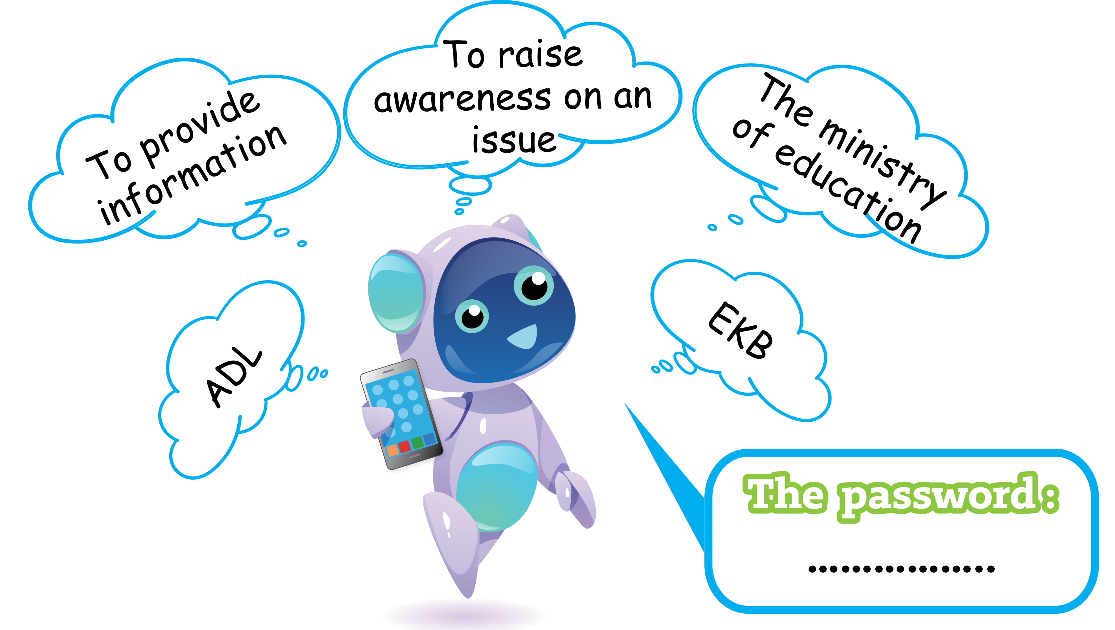
13 Some reviews may not be entirely fake, but they may be misleading. [الدقهلية 2024] ( )

3 Classify the following websites into commercial or non-commercial internet services:

Website	Commercial	Non-commercial
ADL		
Amazon		
The Ministry of Education		
EKB		
Jumia & Noon		



❶ Help the robot to remember the mobile's password:



❷ Help the robot to remember the laptop's password:



Lesson 6 Using ICT for Content Creation

Microsoft Edge



» Microsoft Edge is the web browser that comes with Microsoft Windows and helps you browse, search, stream, and more.

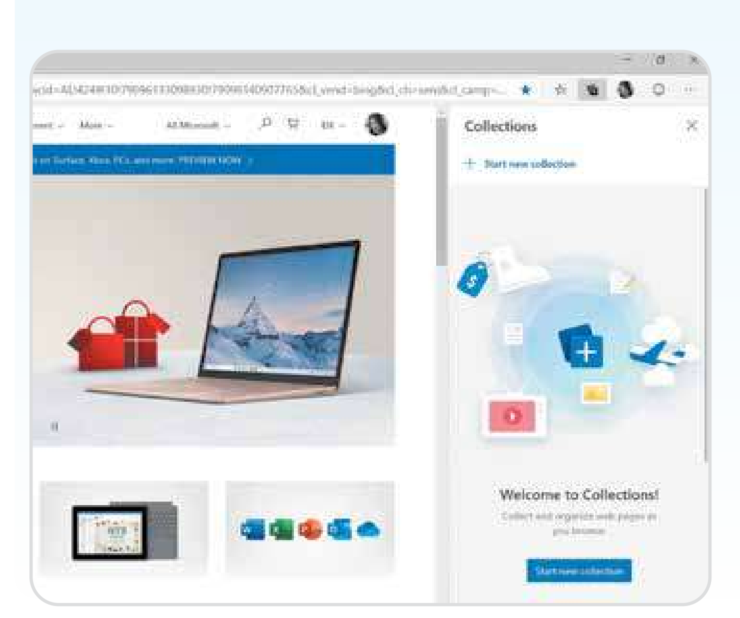
« هو متصفح ويب يرافق نظام ويندوز (مايكروسوفت ويندوز) يساعدك في: التصفح، والبحث، ومشاهدة مقاطع الفيديو، وغيرها.

The Collections feature in Microsoft Edge

» It organizes research in one place and on multiple devices.
» You can start a collection for each new project or assignment.
» Within each collection, you can add:

1. Videos
2. Images (including charts and graphs)
3. Text
4. links
5. Notes
6. Entire web pages

» You can also export each collection to other apps, such as Excel and Word.



خاصية المجموعات في مايكروسوفت إيدج:

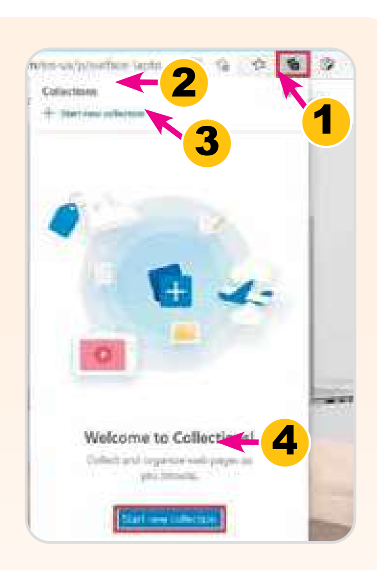
- تُنظِّم البحث في مكان واحد وعلى أجهزة مختلفة.
- يمكنك من خلالها أن تبدأ مجموعة لكل مشروع أو مهمة جديدة.
- داخل كل مجموعة يمكنك أن تضيف:

1 مقاطع فيديو.
2 صورًا (بما فيها المخططات والرسوم البيانية).
3 نصوصًا. 4 روابط.
5 ملاحظات. 6 صفحات ويب كاملة.

- يمكنك أن تُصدِّر كل مجموعة إلى تطبيقات أخرى مثل: Word و Excel.

To start a collection:

- Select **Collections** on the toolbar.
- Select **Start a New Collection**.
- Type the **title** of your collection in the box.
- Add content by selecting **Add Current Page**.
- **Drag an image** into the collection.
- Select **text** or **links** and drag them into the collection.



Note: You can ask your teacher for help in downloading programs.

خطوات بدء مجموعة مايكروسوفت إيدج Microsoft Edge:

- حدِّد (المجموعات Collections) الموجودة على شريط الأدوات.
- اختر (بدء مجموعة جديدة Start a New Collection).
- اكتب عنوان مجموعتك داخل الإطار.
- أضف محتوى إلى مجموعتك عن طريق اختيار (إضافة الصفحة الحالية Add current page).
- اسحب صورة إلى داخل المجموعة وحدِّد نصوصًا أو روابط واسحبها إلى داخل المجموعة.

ملاحظة: يمكنك أن تطلب مساعدة من معلمك في تنزيل البرامج.

Writing Help – Microsoft Editor المساعدة في الكتابة

» Microsoft Editor is used to check for **spelling** and **grammar**.

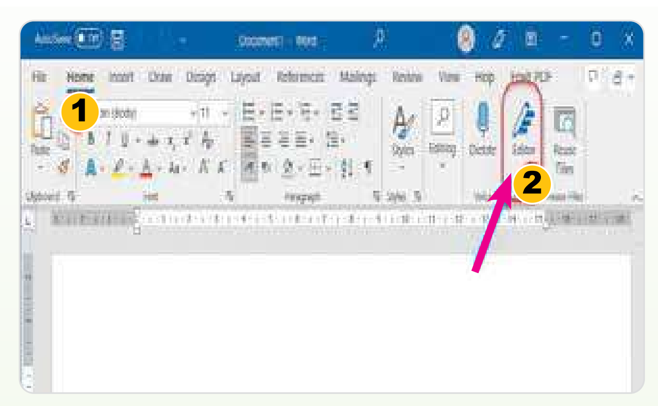
Microsoft Editor will highlight problems, such as

- Capitalization errors
- Sentence fragments
- Missing or incorrect words and punctuation

- يستخدم محرر مايكروسوفت للتحقق من القواعد النحوية والإملائية.
- فيسلط الضوء على بعض المشكلات مثل: أخطاء الأحرف الكبيرة في اللغة الإنجليزية، والجمل المتقطعة، والكلمات أو علامات التنصيص المفقودة أو غير الصحيحة.

- Then it makes a suggestion to correct each error.
- You decide whether to accept or ignore each suggestion.
- Other tools (or refinements), such as punctuation conventions and vocabulary are also available.

• ثم يُقدِّم اقتراحًا لتصحيح كل خطأ. • أنت مَنْ يقرر قبول كل اقتراح أو رفضه.
• تتوفر فيه أيضًا أدوات أو محسنات كعلامات الترقيم والمصطلحات.



1. Select the Editor icon in Word's toolbar or in the browser.
2. Review possible grammar and spelling errors using the Editor.
3. Consider suggested refinements to improve clarity, formality, and conciseness.

1. اختر أيقونة «المحرر» في شريط أدوات Word، أو في المتصفح.
2. راجع الأخطاء النحوية والإملائية المحتملة باستخدام المحرر.
3. انظر في التحسينات المقترحة لتحسين الوضوح والأسلوب الرسمي والإيجاز.

NOTE:

- You can get the Editor online extension to also use this tool when you do searches or write emails.

• يمكنك الحصول على امتداد المحرر عبر الإنترنت لاستخدام هذه الأداة أيضًا عند إجراء عمليات بحث أو كتابة رسائل بريد إلكتروني.

أهم الكلمات والمصطلحات

Web browser	متصفح الويب	Conciseness	الإيجاز
Graphs	رسوم بيانية	Clarity	الوضوح
Toolbar	شريط الأدوات	Charts	مخططات
Sentence fragments	أشباه الجمل	Links	روابط
Current page	الصفحة الحالية	Punctuation	علامات الترقيم
Refinements	محسنات	Capitalization errors	أخطاء الأحرف الكبيرة

Exercises on Lesson 6

1 Choose the correct answer:

1. .... is the web browser that comes with Microsoft Windows.
   a. Microsoft Edge b. Paint
   c. Word d. Excel [القاهرة - عين شمس 2024]
2. The .... feature in Microsoft Edge organizes research in one place and on multiple devices.
   a. Search b. Collections
   c. Chat d. Editor [الأزهر الشريف 2023]
3. .... is a web browser that can help you to browse, search, stream, and more. [الإسكندرية - المنتزه أول 2024] [الجيزة - 6 أكتوبر 2024]
   a. Microsoft Editor b. Microsoft Edge
   c. Microsoft Word d. Microsoft Paint
4. Using the "Collections" feature in Microsoft Edge, you can add ....
   a. videos b. images
   c. text d. all the previous
   [الإسكندرية - المنتزه أول 2023]
5. You can .... each collection to other apps, such as MS Word.
   a. import b. export
   c. download d. upload
6. To start a collection in Microsoft Edge, you can select ....
   a. Start New Collection b. New Webpage
   c. New File d. New Slide
7. You can use .... to check for spelling and grammar errors.
   a. Microsoft Editor b. Microsoft Excel
   c. Microsoft Word d. Collections feature
   [الإسكندرية - العجمي 2024] [أبناؤنا في الخارج 2023]

8 You can add .... using the "Collections" feature in Microsoft Edge.
a. webpages
b. links
c. notes
d. all the previous

9 Microsoft Editor .... problems, such as incorrect words.
a. corrects
b. highlights
c. deletes
d. ignores

10 Select the .... in Word's toolbar, or in the browser, to review possible grammar and spelling errors.
a. Editor icon
b. Watermark icon
c. Review menu
d. Layout menu

11 In .... you can also export each collection to other apps, such as Excel and Word. [القاهرة - الشرابية 2024]
a. Google Chrome
b. Microsoft Edge
c. Internet Explorer
d. all of them

12 Go to Collection at the .... corner of the Microsoft Edge, it starts a new collection. [الجيزة - بولاق الدكرور 2024]
a. up
b. down
c. right
d. left

13 The Editor icon is located in Word's .... [القليوبية 2024]
a. title bar
b. scroll bar
c. toolbar
d. none of them

2 Put (✓) or (✗):

1 Browsers can help you search for and view videos online. (   ) [الإسكندرية - المنتزه أول 2023]

2 You can use Collection to check the spelling and grammar. [الدقهلية - بلقاس 2024] (   )

3 Google Chrome is one of the browsers that come with Microsoft Windows. [الجيزة - الدقي 2023] (   )

4 You can add entire webpages to Microsoft Edge collections. (   )

5 Microsoft Edge is used to check for spelling and grammar errors. (   )

6 You cannot export a collection to Excel or Word. (   )

[الإسكندرية - العامرية 2023]

7 Microsoft Editor corrects the spelling errors automatically without your intervention. (   )

8 Microsoft Editor highlights writing problems, such as capitalization errors. (   )

9 You can use Microsoft Editor to check the spelling and grammar. (   )

[الإسكندرية - وسط 2024] [القاهرة - عين شمس 2024]

10 Microsoft Edge is a browser that can help you in browsing and searching. (   )

[الإسكندرية - الجمرك 2024]

11 You can't add video to collection in Microsoft Edge. (   )

[الجيزة - الهرم 2024]

12 We choose "Add Current Page" to open the webpage. (   )

[الجيزة - بولاق الدكرور 2024]

3 Complete the missing parts using the words between the brackets:

(Microsoft Edge – incorrect punctuation – Microsoft Windows – Microsoft Editor - Sentence fragments)

1 .... is a browser that can help you browse, search, and stream.

2 Some applications, like Microsoft Edge come with ....

3 .... is used to make suggestions to correct errors.

4 .... and .... are examples of writing problems.



Word Search



Find the following words in the puzzle.

microsoft windows - microsoft edge - Collections - Editor icon- assignment - web browser - suggestions export

v	s	e	x	p	o	r	t	o	i	t	v	f	e	c	v	y	c
e	m	c	l	i	q	t	k	h	m	y	x	s	m	e	h	z	s
d	n	y	z	x	y	a	f	m	x	b	d	t	s	z	e	b	f
i	s	u	g	g	e	s	t	i	o	n	n	j	w	r	c	g	g
t	d	g	w	g	k	r	v	q	d	w	h	m	u	b	v	v	e
o	k	t	b	t	r	a	w	e	b	b	r	o	w	s	e	r	r
r	q	v	a	e	c	o	l	l	e	c	t	i	o	n	s	t	z
i	c	r	c	m	k	s	n	y	i	f	k	r	d	d	t	t	j
c	m	i	c	r	o	s	o	f	t	w	i	n	d	o	w	s	c
o	m	i	c	r	o	s	o	f	t	e	d	g	e	n	l	s	p
n	d	h	d	e	u	w	m	h	o	k	f	t	i	o	z	a	t
o	a	a	s	s	i	g	n	m	e	n	t	q	j	b	p	m	k



1. .... is a web browser that comes with Microsoft Windows.
2. The .... feature in Microsoft Edge organizes research in one place and on multiple devices.
3. Microsoft Editor makes a .... to correct each error.
4. You can .... each collection to other apps , such as MS Word .
5. Select the .... In Word's toolbar , or in the browser , to review possible grammar and spelling errors.
6. You can start a collection for each new project or ....
7. Microsoft Edge is a ....
8. Some applications, like Microsoft Edge comes with ....

Test Yourself on Lessons 5&6

1 Choose the correct answer:

1. .... is a web browser that comes with Microsoft Windows.
   a. Word b. Microsoft Edge c. Excel d. None of them
   [القاهرة الجديدة 2024]
2. Microsoft Edge can help you .... [مصر القديمة 2024]
   a. browse b. search c. stream d. all of them
3. .... is a tool for editing and checking for spelling and grammar. [دمياط 2023]
   a. Microsoft Editor b. Microsoft Edge c. WordPress d. Collections
4. The purpose of .... websites is to sell products or services.
   a. commercial b. non-commercial c. share d. libraries
   [الإسكندرية - العامرية 2023]
5. Rivals may post .... reviews on competitors' sites to prevent potential customers from making a purchase.
   a. positive b. fake c. grateful d. supportive

2 Put (✓) or (✗):

1. Microsoft Edge can only help you to browse. [القاهرة - الزيتون 2024] (   )
2. Websites can use information about the sites you visit. (   )
   [مصر القديمة 2024]
3. The purpose of commercial websites is to share knowledge. (   )
4. Microsoft Edge doesn't allow you to export a collection to Excel and Word. [الإسكندرية - وسط 2023] (   )
5. Microsoft Editor highlights writing problems, such as capitalization errors. (   )

3 Complete the missing parts using the words between the brackets:

(reviews – Amazon – Windows – Misleading – Editor)

1. Microsoft Edge is web browser that comes with .... [الدقهلية - بلقاس 2024]
2. To check writing errors, choose the .... icon from the Word toolbar.
3. Positive .... encourage customers to buy a product.
4. .... is an example of a commercial websites. [الجيزة - 6 أكتوبر 2024]
5. Some reviews may be .... therefore, a comment that overly positivity or negativity should not be trusted. [القاهرة - الشرابية 2024]

Lesson 7 How to Choose Online Sources

Using Sources for Research استخدام مصادر للبحث

1 Online Libraries:

- They are helpful for searching different media, such as images or videos.
- They sometimes include dictionaries, thesauruses, and encyclopedias.
- These are also on separate sites, too. Make sure they are verified.

Examples of trusted online libraries

- Alexandria Library
- EKB

- They have secure, verified information.



أولًا: المكتبات الرقمية عبر الإنترنت:

- تفيدك في البحث عن وسائط مختلفة، مثل: الصور ومقاطع الفيديو.
- تحتوي أحيانًا على: قواميس، ومعاجم، وموسوعات.
- وتوجد أيضًا على مواقع منفصلة؛ لذلك احرص على أن تكون مدققة.
- من أمثلة مواقع المكتبات التي تتضمَّن معلومات آمنة وموثوقة: مكتبة الإسكندرية، وبنك المعرفة المصري.

Creative Commons Search

– Offers copyright-free information.
– Not all Creative Commons sources are verified or accurate, so be careful.

- بحث المشاع الإبداعي: يُقدِّم معلومات خالية من حقوق النشر.
- ليست كل مصادر المشاع الإبداعي تم التحقق منها أو دقيقة؛ لذا كن حذرًا.

Lesson 7

2 Online Maps:

- They can provide clear, accurate, and updated directions to the required places, such as Google Maps.
- If you need to display a street or an area map, always check online maps with the help of your teacher.



ثانيًا: الخرائط الرقمية عبر الإنترنت:

- تُوفِّر الخرائط الرقمية عبر الإنترنت مثل Google Maps اتجاهات واضحة ودقيقة إلى الأماكن المطلوبة.
- يمكن الاعتماد عليها إذا كنت بحاجة إلى استعراض أحد الشوارع أو خريطة منطقة بمساعدة معلمك.

3 Online Museums:

- They can be wonderful reference sites.
- They allow you to view museums digitally.
- They generally include information about each museum.



ثالثًا: المتاحف الإلكترونية عبر الإنترنت:

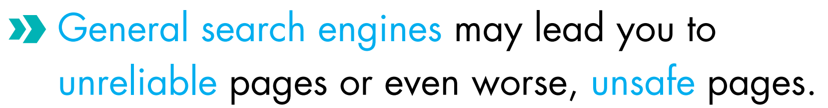
- يمكن أن تكون مواقع مرجعية رائعة.
- تتيح لك مشاهدة المتاحف على جهازك الرقمي.

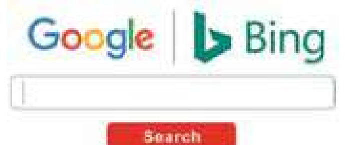


- تتضمَّن بشكل عام معلومات حول كل متحف.

4 Specialized Search Engines:

- Specialized search engines, such as Google or Bing are very useful.
- Try to use appropriate keywords in your search; otherwise some results might not be relevant.
- General search engines may lead you to unreliable pages or even worse, unsafe pages.





رابعًا: محركات البحث المتخصصة:

- محركات البحث المتخصصة مفيدة جدًّا، ومن أمثلتها: Google وBing.
- عند قيامك ببحث عبر الإنترنت استخدم كلمات مفتاحية مناسبة، وإلا قد لا تكون بعض النتائج ذات صلة.
- قد تقودك محركات البحث العامة إلى صفحات غير موثوقة أو إلى صفحات غير آمنة.

Theme 3

5 Meta Information of a Website:

- It Includes keywords, information about the site, and its content.
- Meta information is displayed below each link in the search engine results.
- It allows you to read more about the site before clicking on the link.

At the bottom of the websites:

- There is usually additional information, such as:

A copyright notice | Logo | Contact information | Social media icons

- Clicking on these links can help you decide if the site is reliable or not.

- تتضمَّن المواقع الإلكترونية معلومات وصفية، مثل: • الكلمات المفتاحية. • معلومات حول الموقع وما يحتويه.
- يتم عرض المعلومات التعريفية أسفل كل رابط في نتائج محرك البحث.
- تعطيك المعلومات الوصفية فرصة لقراءة المزيد عن الموقع قبل النقر على الرابط.
- يحتوي الجزء السفلي من المواقع الإلكترونية على:

1. عبارة حقوق النشر.
2. شعار الموقع.
3. معلومات للاتصال بالموقع.
4. أيقونات وسائل التواصل الاجتماعي.

- يمكن أن يساعدك النقر على هذه الروابط في تحديد ما إذا كان الموقع موثوقًا أم لا.

أهم الكلمات والمصطلحات			
Encyclopedias	موسوعات	Thesauruses	معاجم
Library	مكتبة	Copyright	حقوق النشر
Accurate	دقيقة	Directions	اتجاهات
Display	استعراض	Museums	متاحف
Appropriate	مناسبة	Unreliable	غير موثوقة
Search engine	محرك البحث	Meta information	معلومات وصفية
Keywords	كلمات مفتاحية	Icons	أيقونات

Exercises on Lesson 7

1 Choose the correct answer:

1. Online libraries may include ....
   a. dictionaries
   b. encyclopedias
   c. thesauruses
   d. all the previous

2. A Creative Commons search is a resource to find .... materials.
   a. copyright-free
   b. protected
   c. digital
   d. offline

3. If you need to display an area map, check online ....
   a. libraries
   b. maps
   c. museums
   d. Facebook [الإسكندرية - شرق 2023]

4. .... is an example of reliable online libraries.
   a. Alexandria Digital Library
   b. The Egyptian Knowledge Bank
   c. a and b
   d. None of them [مصر القديمة 2024]

5. .... is from specialized search engines.
   a. Editor
   b. Bing
   c. Google Maps
   d. A file manager [الإسكندرية - المنتزه أول 2024]

6. .... provide(s) clear and accurate directions to the required places.
   a. Facebook
   b. YouTube
   c. Google Maps
   d. EKB [القاهرة - المستقبل 2023]

7. .... allow(s) you to read more about the site before clicking on the link.
   a. Online libraries
   b. Meta information
   c. EKB
   d. About link [الإسكندرية - المنتزه أول 2023]

8. Sites that allow you to view museums digitally are ....
   a. emails
   b. the EKB
   c. online meuseums
   d. none of them [الإسكندرية - وسط 2024]

9 .... are helpful for searching different media, such as images or videos online.

a. Online libraries
b. Online museums
c. Online maps
d. Online meetings

10 The copyright notice, logo, and contact information are placed at the .... of the website.

a. top
b. middle
c. bottom
d. back

11 .... or Bing are very useful search engines.

a. Google
b. EKB
c. Online museums
d. None of them [أسيوط 2024]

12 The meta information of the sites includes ....

a. keywords related to the site
b. information about the site
c. a and b
d. none of the previous

13 The meta information of the sites are placed .... each link.

a. above
b. below
c. opposite to
d. next to [الجيزة - الهرم 2023]

2 Put (✓) or (✗):

1 All online information is trusted. [الجيزة - 6 أكتوبر 2023] (   )

2 Online libraries are helpful for searching different media, such as images or videos. (   )

3 Google Maps provides clear directions to the required places. [القاهرة - الشروق 2024] (   )

4 General search engines can only lead to reliable pages. (   )

5 Online libraries may include dictionaries, thesauruses, and encyclopedias. (   )

6 Websites do not contain meta information. [الإسكندرية - العامرية 2023] (   )

7 Online museums allow you to view museums digitally. [السويس 2024] (   )

8 Google Maps is considered accurate and is regularly updated.
[الدقهلية 2024] (   )

9 One of the most famous search engines is Bing.[الفيوم - إدارة شرق 2023] (   )

10 It is not necessary to use appropriate keywords in your search. (   )

11 Meta information is displayed above the link in the search engine result.
[الإسكندرية - شرق 2024] (   )

12 At the bottom of websites, there is additional information that can help you decide if the site is reliable or not. (   )

13 The Alexandria Digital Library is considered one of the unreliable online resources. [مدينة نصر - شرق 2024] (   )

3 Complete the missing parts using the words between the brackets:

(Google or Bing - meta information - directions -
Online maps - Online libraries)

1 Online maps can provide clear and accurate ....
[الدقهلية - بلقاس 2024]

2 .... such as Alexandria Library and EKB, have secure and verified information.

3 .... allow to read more about the site before clicking on the link.
[القاهرة - الشرابية 2024]

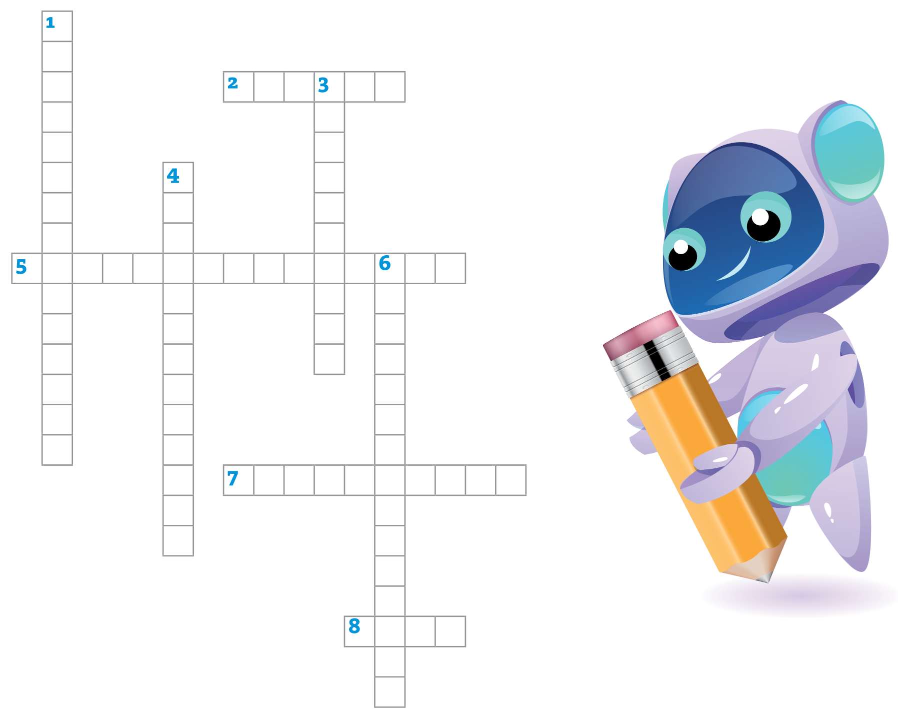
4 Ssearch engines, such as .... are very useful to look for information. [الجيزة - 6 أكتوبر 2024]

5 You can use .... to display a street or an area map.
[الجيزة - الدقي 2024]



Crossword puzzle

Online libraries - Google maps - Online museums - unreliable - Meta information - Google - Bing - Creative commons



❶ A website's .... tells you keywords and information about the site, and what it contains.

❷ Specialized search engine , such as .... is very useful to look for information online

❸ Online Maps provides clear and accurate directions to the required places, such as ....

❹ .... include information about each museum.

❺ .... search provides copyright-free information.

❻ .... such as Alexandrea Library and EKB, have secure and verified information.

❼ General search engines may lead you to .... pages.

❽ Specialized search engine, such as .... is very useful to look for information online

Lesson 8 Choosing Between Synchronous and Asynchronous Communication

1 Synchronous Communication:

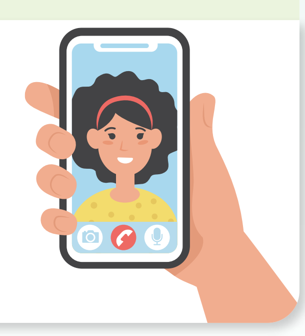
- It is a real-time communication between people.
- Everyone interact and take in information at the same time using digital tools.

الاتصال المتزامن:

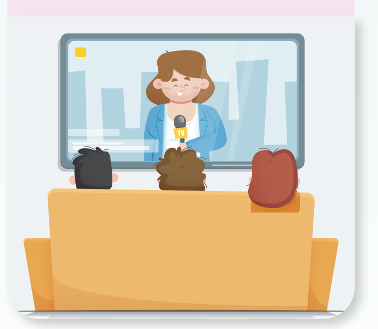
- هو التواصل خلال الوقت الفعلي بين الأشخاص.
- يتفاعل الجميع ويتلقون المعلومات في الوقت نفسه باستخدام الأدوات الرقمية.

synchronous communication tools

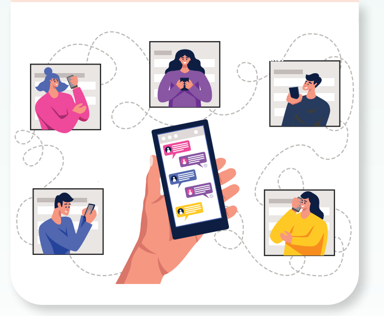
1. Video chats



2. Live TV shows



3. Instant chat rooms



- Synchronous communication is useful when:
  1. You are writing about a lighthearted, everyday matter.
  2. When communicating with friends or family.
  3. When you need an immediate or quick response.



تتضمَّن الأدوات الرقمية للاتصال المتزامن:

1. محادثات الفيديو.
2. البرامج التلفزيونية المباشرة.
3. غُرَف الدردشة الفورية.

يكون الاتصال المتزامن مفيدًا:

1. عندما تكتب عن موضوع يومي مرح.
2. عند التواصل مع الأصدقاء أو العائلة.
3. عندما تحتاج إلى استجابة فورية أو سريعة.



Theme 3

2 Asynchronous Communication:

- It is a communication that does not occur in real time.
- It does not require an instant response.

الاتصال غير المتزامن:

- هو التواصل الذي لا يحدث خلال الوقت الفعلي.
- لا يتطلب ردًّا فوريًّا.



Asynchronous communication is useful when:

1. You are writing about serious or complicated matters.
2. When communicating with someone you don't know well.
3. When communicating with someone in authority.
4. When you don't need an answer right away (immediate answer).

تتضمَّن الأدوات الرقمية للاتصال غير المتزامن:

1. رسائل البريد الإلكتروني.
2. الرسائل الصوتية.
3. الرسائل النصية.
4. مقاطع الفيديو المسجلة.



يكون الاتصال غير المتزامن مفيدًا:

1. عندما تكتب عن أمور جدية أو معقدة.
2. التواصل مع شخص لا تعرفه جيدًا.
3. عند التواصل مع شخص مسئول.
4. عندما لا تحتاج إلى إجابة فورية.

Lesson 8

Effective Communication Tips
نصائح للتواصل الفعَّال

1 Be Polite:

- Use a polite tone in your communication.
- Even if you're upset, avoid using language that could be upsetting to the recipient.
- Respect the recipient's feelings.

كن مهذبًا: • استخدم نبرة مهذبة في التواصل.
• حتى لو كنت منزعجًا، تجنَّب استخدام اللغة التي قد تزعج المتلقي. • احترم مشاعر المتلقي.

2 Be Patient:

- Others may be busy or need time to respond to your message, give them time to respond before sending another message.

كن صبورًا: • قد يكون الآخرون مشغولين أو يحتاجون وقتًا للرد على رسالتك، فامنحهم الوقت قبل إرسال رسالة أخرى.

3 Be Helpful:

- Part of being a good digital citizen is helping others.
- Use what you've learned and share what you know to help others.

كن متعاونًا: • جزء من كونك مواطنًا رقميًّا صالحًا هو مساعدة الآخرين. • استخدم ما تعلمته وشارك ما تعرفه لمساعدة الآخرين.

4 Be Clear:

- It's easy for misunderstandings to occur when communicating online.
- Always be sure your message is clear.
- Read your message back to yourself before sending it to check for potential misinterpretations.

كن واضحًا: • من السهل أن يحدث سوء الفهم عند التواصل عبر الإنترنت. • تأكد دائمًا من أن رسالتك واضحة.
• اقرأ رسالتك مرة أخرى على نفسك قبل إرسالها؛ للتحقق من عدم وجود تفسيرات خاطئة محتملة.

أهم الكلمات والمصطلحات

Synchronous	متزامن	Polite	مهذب
Real-time	الوقت الفعلي	Patient	صبور
Immediate	فوري	Asynchronous	غير متزامن
Serious	جاد	Lighthearted	لطيف
Response	رد	Tone	أسلوب
Complicated	معقد	Clear	واضح

Exercises on Lesson 8

1 Choose the correct answer:

1. .... communication needs an instant response.
   a. Synchronous b. Asynchronous
   c. Video chat d. a and c
2. Asynchronous communication tools include ....
   a. live television shows b. email
   c. instant chat rooms d. all of them [القاهرة الجديدة 2024]
3. A/An .... is an example of synchronous communication.
   a. email b. live TV show
   c. recorded video d. all the previous
4. .... communication doesn't occur in real time and doesn't require an instant response. [الإسكندرية - وسط 2023]
   a. Synchronous b. Asynchronous c. Real-time d. Simultaneous
5. Instant chat rooms are an example of .... communication.
   a. synchronous b. real-time c. asynchronous d. a and b
6. One of the asynchronous communication digital tools is ....
   a. video chats b. chat rooms c. recorded vidoes
   d. none of them [القاهرة - عين شمس 2024]
7. Emails, voice messages, and text messages are examples of .... communication.
   a. synchronous b. asynchronous c. simultaneous d. a and c
8. .... communication doesn't require an instant response.
   a. Synchronous b. Asynchronous c. Email d. b and c
9. One of the synchronous communication digital tools is ....
   a. video chat b. email
   c. recorded vidoes d. none of them [الدقهلية - بلقاس 2024]

10 .... communication is/are useful when you are writing about serious or complicated matters with someone you don't know well.
a. Synchronous b. Asynchronous c. IM d. Real-time

11 .... is/are real-time communication between people. [الجيزة - الهرم 2023]
a. Synchronous b. Asynchronous c. Voice message d. Email

12 .... communication is/are useful when you are writing to someone in authority about non-urgent issues.
a. Synchronous b. Asynchronous c. Email d. b and c

13 In online communication, you should be .... [الإسكندرية - شرق 2023]
a. impolite b. unclear c. helpful d. bully

14 .... communication is/are useful when you are writing about everyday matter to family and you need an immediate response.
a. Synchronous b. Asynchronous
c. Text messages d. Emails [دمياط 2023]

15 One of the synchronous communication is ....
a. text messages b. recorded voice
c. instant chat rooms d. email [الغردقة 2024]

2 Put (✓) or (✗):

1 Synchronous communication does not occur in real time. ( )
[القاهرة - الشرابية 2024] [الإسكندرية - وسط 2024] [الإسكندرية - المنتزه ثانٍ 2023]

2 Always be sure your message is clear when communicating online. ( )

3 Asynchronous communication is useful when you don't need an answer right away. [الإسكندرية - المنتزه ثانٍ 2024] ( )

4 Online communication can be easily understood. ( )

5 Synchronous communication is appropriate any time. ( )

6 Asynchronous communication is real-time communication between people. [مدينة نصر - شرق 2024] [الجيزة - 6 أكتوبر 2024] [الأزهر الشريف 2023] ( )

7 Be polite and respectful when communicating online with others. (   )

[الجيزة - 6 أكتوبر 2024]

8 Synchronous communication is useful when you need an immediate response. (   )

9 Always be sure your message is clear when communicating online. (   )

10 There is just one type of communication. [الفيوم - إدارة شرق 2023] (   )

11 Helping others is a part of being a good digital citizen. (   )

12 Video chats and live TV shows are examples of asynchronous communication. [الدقهلية - بلقاس 2023] (   )

13 Asynchronous communication does not require an instant response. [دمياط 2023] (   )

14 Recorded videos are examples of asynchronous communication. (   )

15 If someone needs help communicating online, don't share what you know. [الإسكندرية - العامرية 2023] (   )

16 Be polite and patient when communicating with others online. (   )

[أسيوط 2024]

3 Complete the missing parts using the words between the brackets:

(email – real-time – live TV show – Asynchronous – polite)

1 Asynchronous communication tools include .... and text messages. [الدقهلية 2024]

2 Whenever you're communicating, you should be ....

[السويس 2024]

3 Synchronous communication is .... communication between people. [القاهرة - الشرابية 2024]

4 .... communication does not require an instant response.

5 A .... is an example of synchronous communication.



Use the color code below.


Synchronous communication


Asynchronous communication

Communicating with someone you don't know well

Email

Recoreded videos

Real time

Immediate

Text messages

Serious matters

At the same time

Lighherarted matter

Quick response

Complicated matters

Don't occur in real time

Video chat

Live TV show

Don't need an answer right away

Text messages

Voice messages

Lighherarted matter

Everyday matter

Serious matters

Email

Instant chat room

Complicated matters

Communicating with family and friends

Communicating with someone in authority

Recoreded videos

Email

Test Yourself on Lessons 7&8

1 Choose the correct answer:

1. Email is a/an .... communication. [الإسكندرية - شرق 2024]
   a. synchronous b. asynchronous c. a and b d. none of them
2. .... are used to define accurate direction. [الغردقة 2024]
   a. Online museums b. Online maps
   c. Online libraries d. Online meetings
3. You must be .... at any time you communicate. [البحيرة - الدلنجات 2023]
   a. excited b. selfish c. patient d. unkind
4. We can use specialized search engines, such as ....
   a. Bing b. Google Chrome
   c. a and b d. email [الجيزة - 6 أكتوبر 2023]
5. .... communication doesn't need an immediate response.
   a. Synchronous b. Asynchronous c. Real-time d. Video chat

2 Put (✓) or (✗):

1. All online information is trusted. [الإسكندرية - المنتزه أول 2023] (   )
2. Synchronous communication tools include video chat. [السويس 2024] (   )
3. You cannot view any museum digitally. [الجيزة - العمرانية 2024] (   )
4. Specialized search engines, such as Google or Bing, are very useful. (   )
   [الإسكندرية - وسط 2023]
5. In synchronous communication, everyone interacts and receives information at the same time. [دمياط 2023] (   )

3 Complete the missing parts using the words between the brackets:

(polite - response – Email - Digital maps - Google)

1. Synchronous communication is appropriate if you need a quick or direct ....
2. .... provide clear and accurate directions to the required places.
   [الجيزة - 6 أكتوبر 2024]
3. Search engines, such as ...., are very useful to look for information online.
4. .... is an example of asynchronous communication.
   [الجيزة - 6 أكتوبر 2024]
5. Whenever you're communicating, you should be .... [السويس 2024]

Play with PONY



Answer the (true) or (false) questions.

1. When you finish all the questions in a column, cross out the matching color letter from 'PONY.'
2. After completing <u>all columns</u>, say 'PONY' and raise your hand.





P	O	N	Y
You can use the internet to help others via social media. ( )	Online meetings are examples of synchronous communication. ( )	Google Maps is an example of an updated online map. ( )	All results of search engines are reliable. ( )
Customer reviews indicate product's true value. ( )	Google Chrome is the browser that comes with Windows. ( )	A home page is a website's first screen. ( )	Privacy is one of your rights as a digital citizen. ( )
EKB is one of the unreliable online sources. ( )	Amazon is an example of non-commercial websites. ( )	Microsoft Editor corrects errors without your permission. ( )	Asynchronous communication requires an istant response. ( )

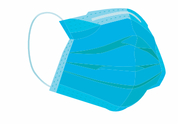
Summary On Theme 3 Digital Citizenship

Lesson 1

- Peg Keiner is a National Geographic Explorer.
- She decided to spread awareness of the dangers of litter from COVID PPE, such as facemasks and disposable gloves.
- Ms. Keiner used an app called the Debris Tracker
- She uploaded:

  1. Litters' location 2. Kind of litters 3. A photo of the litters

- Ms. Keiner wasn't collecting litter data alone.



- On Twitter and Instagram, Ms. Keiner piloted social media campaigns using the hashtag #trackingppe to encourage followers to collect PPE debris and data.



- The PPE data uploaded by Ms. Keiner and her followers is in the form of:

  1. GPS map locations 2. Infographics

- Researchers analyzed this data and used the results, to request change.
- Debris Tracker:
  - It is a free app that can be downloaded on mobile.
  - It records the location with GPS.
- The "Go Green" initiative:
  - It is part of the National Sustainable Development Strategy, "Egypt 2030."
  - It covers 36 environmental issues.





- Its goals:

  1. Spread awareness of environmental issues.
  2. Emphasizes citizens' responsibility in protecting the environment.



Digital Citizenship

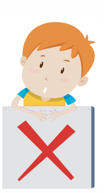
- As a digital citizen, you have both rights and responsibilities.

Rights:



1. Privacy
2. Protection from piracy
3. Ability to engage with others online
4. Provide and access information online
5. Ability to use the internet when you need to.

Responsibilities:

1. Respect others' privacy.
2. Respect various sources.
3. Exhibit positive behaviour in your interactions with other
4. Ensure safe sharing online.

Social Responsibility

- **You can use the internet to:**
  1. help others via social media.
  2. contribute in social activities that help solve social issues, like:
     1- Improving health care
     2- Fighting pollution
     3- Fighting the factors affecting climate change

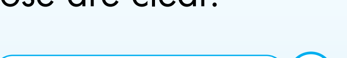
Corporate Social Responsibility

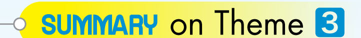


- **Companies use the internet to help others by:**
  1. addressing environmental concerns
  2. supporting important causes.
- Many companies include CSR tasks as part of their business plans.

Remember:

- Express your opinions in a positive way.
- Be sure that information sources are accurate and easy to understand.
- Don't spread false information.
- If a site is spreading false or harmful information, stop visiting that site.
- Make sure the information you share and its purpose are clear.







When communicating with a teacher or a person of authority:



1. Be polite and respectful.
2. Use titles, for example, Mr., Mrs., or Dr.
3. Avoid making jokes.
4. Introduce yourself if you haven't met the person you're writing to yet.
5. Be clear about what your message is about.



When communicating with a peer or classmate you don't know well:

- Use their full first name.
- Don't abbreviate it.
- Don't use nicknames.
- Abbreviations or nicknames are only appropriate between close friends.

When communicating with a friend or a family member:

1. It's OK to be more casual in tone.
2. Remember to always be respectful.

- Nonverbal communication is lost online, and meaning can be misinterpreted negatively.
- Emotions and feelings are visible on a video call, but they are difficult to convey through written messages.

How to be positive when communicating online

1. Use positive words and phrases, and avoid negative words.
2. Assume the best.
3. Use emojis to add tone and emotion; even in formal situations, you can use 1 or two positive emojis.
4. Be conversational, using familiar words, contractions, personal pronouns and simple sentence structure.



There are reliable online libraries, such as:

1. The EKB
2. The Alexandria Digital Library

The Egyptian Knowledge Bank (EKB) offers:

- **The world's largest collection of online educational resources including:**
  - Articles
  - Dictionaries
  - Encyclopedias
  - Books
  - Videos
  - Audios
  - Interactive files

- Free access for all Egyptian citizens.
- Content suitable for all ages.
- Safe and accurate sources.
- Files can be downloaded to your device.
- Material that is subject to copyright.

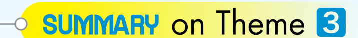


Helpful Website Features

- **Helpful websites may contain:**
  1. Search engines inside the website(EKB and ADL have specialized search engines).
  2. Menus: They help you to avoid scrolling and save time.
  3. Icons: When clicked, they move you to other sections or webpages.
  4. Contact and about fields: To learn more about the people involved in a website.
  5. About links: Contain taglines “pieces of information“summarizing the website’s theme.

Website Creation

- Software programs like WordPress are used to create websites.
- Choose a blank template or pre-loaded templates.
- Consider the photos, videos, and font size/type.
- A homepage: It is the first screen a visitor will see when visiting your site.





1 Commercial Websites	2 Non-Commercial Websites
Purpose	
To sell products or services.	To provide information or raise awareness on an issue.
Example	
Amazon website amazon	Egyptian Knowledge Bank 

We can get information about any product from



2 Advertisements

1 Reviews:

- Customer reviews, which can be helpful to both the business and the customer.
- Some businesses create fake positive reviews to make their products more appealing.
- Some rival businesses create fake negative reviews to prevent potential customers from making a purchase.
- A review that's overly positive or negative shouldn't be trusted.
- Extreme reactions to products aren't usually good indicators of a product.

2 Advertisements:

- Websites can use information about your online activity to place advertisements, related to your interests.





- Microsoft Edge is the web browser that comes with Microsoft Windows
- It helps you browse, search, stream, and more.
- The Collections feature in Microsoft Edge
  - It organizes research in one place and on multiple devices.
  - You can add videos, images, text, links, notes, and entire webpages.
  - You can export each collection to other apps, such as Excel and Word.
  - To start a collection:
  - Select Collections on the Toolbar → Select Start a New Collection.
- Writing Help – Microsoft Editor
  - Microsoft Editor is used to check for spelling and grammar.



Microsoft Editor will highlight problems, such as

- Capitalization errors
- Sentence fragments
- Missing or incorrect words and punctuation



- Using Sources for Research

1. Online Libraries:
   - They sometimes include dictionaries, thesauruses, and encyclopedias.

   Examples of online libraries

   - Alexandria Library
   - EKB

   - They have secure and verified information.
   - Creative Commons Search:
     – Offers copyright-free information.
     – Not all Creative Commons sources are verified or accurate, so be careful.
2. Online Maps:
   - They can provide clear, accurate, and updated directions, such as Google Maps.
3. Online Museums:
   - They allow you to view museums digitally, also include information about each museum.

4 Specialized Search Engines:

- General search engines may lead you to unreliable pages or even worse, unsafe pages.
- Specialized search engines, such as Google or Bing are very useful.

5 Online Maps:

- They include information about the site, and what it contains.
- It is displayed below the search results.
- At the bottom of websites, there is usually information, such as: a copyright notice, logo, contact information and social media icons.





1 Synchronous Communication:

- It is a real-time communication.

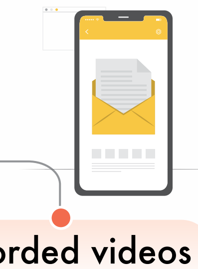
Synchronous Communication Tools

- Video chats
- Live TV shows
- Instant chat rooms

Synchronous communication is useful when:

1- You are writing about a lighthearted, everyday matter.
2- When communicating with friends or family.
3- When you need an immediate or quick response.

2 Asynchronous Communication:



- It doesn't occur in real-time.
- It doesn't require an instant response.

Asynchronous Communication Tools

- Email
- Voice messages
- Text messages
- Recorded videos

Asynchronous communication is useful when:

1- You are writing about serious or complicated matters.
2- When communicating with someone you don't know well.
3- When communicating with someone in authority.
4- When you don't need an answer right away (immediate answer).

Effective Communication Tips

1- Be polite 2- Be patient 3- Be helpful 4- Be clear



1 Choose the correct answer:

1. .... is a web browser that comes with Microsoft Windows.
   a. Microsoft Edge b. Microsoft Word
   c. Google Chrome d. EKB [القاهرة - الشروق 2024]
2. .... is an example of synchronous communication.
   a. Email b. Live TV show
   c. A recorded video d. Voice message
3. A digital citizenship has rights, such as your ....
   a. privacy b. respect others
   c. be polite d. hack [الإسكندرية - شرق 2024]
4. .... provides one of the largest collections of online educational resources all over the world.
   a. The EKB b. Wikipedia c. ADL d. Vlaby
5. One of the online search sources .... [الإسكندرية - المنتزه ثانٍ 2024]
   a. paper books b. Digital libraries
   c. paper magazines d. a phone book
6. Ms. Keiner used an app is called .... to collect data about PPE litter.
   a. Debris Tracker b. Zoom c. Satellite d. Skype
7. When you are communicating online, you should be ....
   a. polite b. helpful
   c. a and b d. none of them [القاهرة - الشروق 2024]
8. Egyptian Knowledge Bank is an example of a .... website.
   a. non-commercial b. commercial c. difficult d. funny

[القاهرة - عين شمس 2024]

2 Put (✓) or (✗):

1. Always be sure your message is clear when communicating online. ( )
2. Online libraries are helpful for searching images and videos. ( )

[الجيزة - العمرانية 2024]

3. Helpful websites have search engines inside their websites. ( )
4. The content of EKB is suitable for children only. [أسيوط 2024] ( )
5. Commercial websites often include customer reviews. ( )
6. Microsoft Edge is a web browser that can help you browse and search. [الإسكندرية - شرق 2024] ( )
7. You should not exhibit positive behavior in your interactions with others. ( )

Model Exam 2

1 Choose the correct answer:

1. The purpose of commercial websites is .... [الجيزة - الهرم 2024]
   a. selling products or services b. watching films
   c. education d. artistic expressions
2. .... include(s) short pieces of information about the website.
   a. Icons b. Menus c. About link d. Homepage
3. Customer reviews help customers decide if they want to .... a particular product or not.
   a. sell b. buy c. check d. ignore
4. .... is a web browser that comes with Microsoft Windows.
   a. Word b. Microsoft Edge
   c. Excel d. None of them [القاهرة الجديدة 2024]
5. It is necessary to select .... to search online before starting it.
   a. WordArt b. keywords
   c. layout d. a specific website [الجيزة - العمرانية 2024]
6. .... communication does not occur in real-time and does not require an instant response.
   a. Synchronous b. Asynchronous c. Simultaneous d. Video chat

7 Asynchronous communication tools include ....
a. video chat
b. recorded videos
c. instant chat room
d. online meeting [الإسكندرية - العجمي 2024]

8 When you start creating your website, you can choose ....
a. a blank template
b. pre-loaded template
c. a and b
d. all the previous

2 Put (✓) or (✗):

1 As a digital citizen you have rights and responsibilities. [الدقهلية 2024] (   )

2 🔒 Use nicknames if you're communicating with a classmate you don't know well. (   )

3 It is recommended that you create a visually appealing and user-friendly website. (   )

4 Online museums are wonderful reference sites that allow you to view museums digitally. [أسيوط 2024] (   )

5 Synchronous communication tools include video chat. [السويس 2024] (   )

6 Amazon is an example of a non-commercial website. (   )

[القاهرة - الشروق 2024]

7 You can't download files from the EKB website. (   )

Model Exam 3

1 Choose the correct answer:

1 Software programs like .... are used to create websites.
a. Word Press
b. PowerPoint
c. About link
d. all of them

[القاهرة - الشرابية 2024]

2 .... allow(s) you read more about the site before clicking on the link.
a. Online libraries
b. Meta information
c. The Egyptian Knowledge Bank
d. Homepage

3 The Alexandria Library and the Egyptian Knowledge Bank are examples of .... [الجيزة - العمرانية 2024]
a. reliable online libraries
b. commercial websites
c. none of them
d. government archives

4 .... is/are a way you can get information about a product.
a. Advertisements
b. Competitors
c. EKB
d. All of them

[الجيزة - بولاق الدكرور 2024]

5 If a site is spreading false or harmful information, you should ....
a. proceed visiting that site
b. stop visiting that site.
c. stop visiting the internet
d. all the previous

6 .... is/are examples of reliable sources. [الجيزة - الهرم 2024]
a. Alexandria Digital Library
b. Books
c. a and b
d. Social media posts

7 Select .... in Word's toolbar or in the browser to review possible grammar and spelling errors.
a. Editor icon
b. Watermark icon
c. Review menu
d. Collections

8 One of the asynchronous communication tools is ....
a. email messages
b. live TV shows
c. chatting
d. video conferencing

[الإسكندرية - الجمرك 2024]

2 Put (✓) or (✗):

1 We should depend on fake reviews when evaluating products and services. ( )
2 Search engines such as Google or Bing are very useful. ( )

[القاهرة - الزيتون 2024]

3 🔒 On YouTube, Ms. Keiner used the hashtag #trackingppe. ( )
4 Icons can be clicked to reach other sections or Web pages. [أسيوط 2024] ( )
5 The EKB includes articles, dictionaries, encyclopedias, and videos. ( )
6 Asynchronous communication is real-time communication between people. [الإسكندرية - المنتزه أول 2024] ( )
7 Be sure not to spread false information. ( )

Model Exam 4

1 Choose the correct answer:

1. .... communication is/are useful when you are writing about everyday matter to family and you need an immediate or quick response.
a. Synchronous b. Asynchronous c. Email d. a and b

2. The Egyptian Knowledge Bank is .... online library.
a. reliable
b. not reliable
c. not accurate
d. none of them [القاهرة - عين شمس 2024]

3. Online .... sometimes include dictionaries, thesauruses, and encyclyopdias.
a. museums
b. maps
c. libraries
d. archives [الدقهلية 2024]

4. Companies help others by addressing environmental concerns or supporting important causes, this is called ....
a. CSR b. GPR c. PPE d. CRS

5. .... is a tool for editing and checking for spelling and grammar.
a. Microsoft Editor
b. Microsoft Edge
c. Microsoft Word
d. Image viewer [الجيزة - 6 أكتوبر 2024]

6. When you're communicating with a person of authority, you should ....
a. be respectful
b. avoid making jokes
c. use niknames
d. a and b

7. The purpose of commercial websites is to ....
a. provide information
b. raise awareness
c. sell products
d. all the previous

8. One of the asynchronous communication tools is ....
a. email messages
b. live TV shows
c. chatting
d. video conferencing

[الإسكندرية - الجمرك 2024]

2 Put (✓) or (✗):

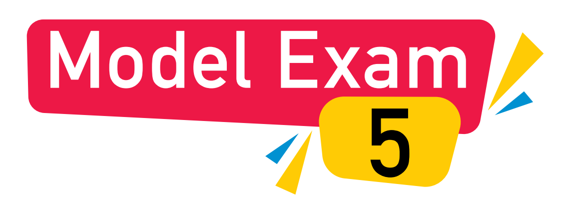
1. It is your responsibility to respect the privacy of others. (   )

[القاهرة الجديدة 2024]

2. You should always be respectful when communicating with others.(   )
3. Downloading files from EKB to your device is not allowed. (   )

[الجيزة - الدقي 2024]

4. Asynchronous uses video chats, live television shows, and instant chat rooms. [الدقهلية 2024] (   )
5. Peg Keiner decided to spread awareness of the dangers of litter.(   )
6. Online libraries' sources are verified and accurate. (   )
7. The purpose of non-commercial websites is to sell products or services. (   )



1 Choose the correct answer:

1. .... are a way you can get information about a product.
   a. Advertisments b. Competitors c. Sites d. All of them

[الجيزة - بولاق الدكرور 2024]

2. The meta information for the sites are placed .... each link.
   a. above b. below c. opposite d. beside
3. One of the asynchronous communication digital tools is ....
   a. video chats b. recorded videos
   c. chat rooms d. phone calls [الجيزة - الدقي 2024]
4. If you're communicating with a peer you don't know well, be sure to use their ....
   a. first name b. nick name c. abbreviations d. a and b

5 Clear and update directions to desired locations online are provided by .... [الإسكندرية - الجمرك 2024]

a. online libraries
b. online maps
c. online museums
d. none of them

6 A Creative Commons search is a resource to find .... materials.

a. copyright-free b. protected c. digital d. private

7 One of the ways usually used to get information about a product is ....

a. reviews
b. advertisements
c. all the previous
d. none of the previous

2 Put (✓) or (✗):

1 Synchronous communication is real-time communication between people. [مصر القديمة 2024] ( )

2 It is not necessary to use appropriate keywords in your search. ( )

3 🔒 When you are on a video call, your feelings are invisible. ( )

4 The Egyptian Knowledge Bank is an example of commercial websites. ( )

5 Asynchronous communication using digital tools such as video chats. [القاهرة - الزيتون 2024] ( )

6 🔒 The Debris Tracker app can be downloaded on your phone for free. ( )

7 Being socially responsible includes being don't care of the websites you use. ( )

8 Helpful websites contain icons that can be clicked to reach other web pages. [القاهرة - الشروق 2024] ( )

Theme 4

Software Projects



Theme Lessons:

Lesson 1 Explorer in Action

Lesson 2 How Digital Devices Work

Lesson 3 An Introduction to Binary Numbers

Lesson 4 Determining the Needs for a Digital Project

Lesson 5 Gathering Data and Presenting Information

Lesson 6 Presenting Information in an Appealing Way

Lesson 7 Producing an Effective Presentation

Lesson 8 Web Design Principles





Theme 2

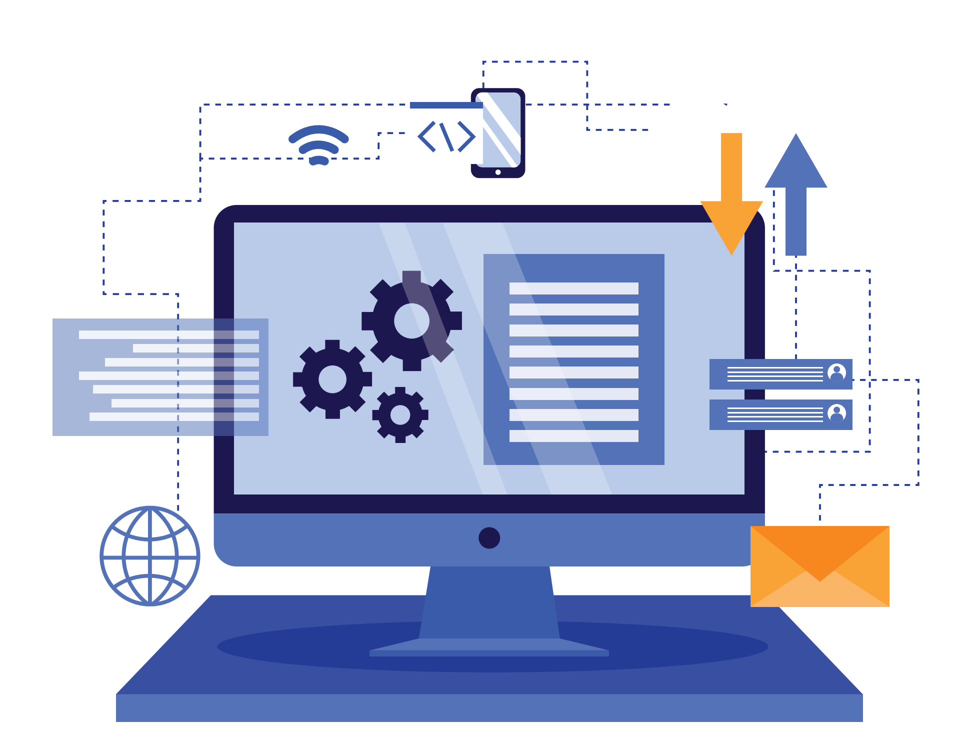
Software Projects

Essential Question: How can ICT tools help solve problems in our everyday lives?

Lesson	Topics	Skills Integration		
		Life Skills	Values	Issues and Challenges
LESSON I Explorer in Action	• How technology has been used to solve problems	**Learn to know:** Creativity **Learn to do:** Productivity	**Scientific values:** Appreciation of science and scholars	**Citizenship issues:** Technological awareness, digital citizenship, civilizational communication
LESSON 2 How Digital Devices Work	• Installing software • Updating software • Troubleshoot screen freezes	**Learn to know:** Problem-solving	**Work values:** Perseverance **Scientific values:** Appreciation of science and scholars	**Globalization issues:** Technological awareness
LESSON 3 An Introduction to Binary Numbers	• Binary numbers	**Learn to know:** Problem-solving **Learn to know:** Critical thinking	**Scientific values:** Appreciation of science and scholars	**Globalization issues:** Technological awareness, civilizational communication
LESSON 4 Determining the Needs for a Digital Project	• Determining the needs for a digital project	**Learn to know:** Problem-solving **Learn to know:** Creativity	**Scientific values:** Appreciation of science and scholars	**Globalization issues:** Technological awareness
LESSON 5 Gathering Data and Presenting Information	• Gathering data and presenting information	**Learn to know:** Creativity	**Work values:** Proficiency	**Environment and development issues:** Environmental pollution
LESSON 6 Presenting Information in an Appealing Way	• Presenting information in an appealing way • Microsoft Word and PowerPoint Movie Maker	**Learn to know:** Creativity **Learn to do:** Productivity	**Scientific values:** Appreciation of science and scholars	**Globalization issues:** Technological awareness **Citizenship values:** Legal awareness
LESSON 7 Producing an Effective Presentation	• Producing an effective presentation • Storyboards • The 10-20-30 rule of Microsoft PowerPoint	**Learn to know:** Creativity **Learn to live:** Self-management	**Scientific values:** Appreciation of science and scholars Work values: Proficiency	**Globalization issues:** Technological awareness, civilizational communication
LESSON 8 Web design Principles	• Web design principles • Creating a web page	**Learn to know:** Creativity **Learn to live:** Communication **Learn to do:** Cooperation, productivity	**Personal values:** Independence **Scientific values:** Appreciation of science and scholars	**Globalization issues:** Technological awareness, digital citizenship, civilizational communication



In this theme, you will learn more about the inner workings of ICT tools. You will also look at binary numbers and what they are. You'll learn the importance of planning projects in advance and how to use Excel, PowerPoint, and websites to present and share information in an appealing way.



Lesson 1 Explorer in Action

درس إثرائي

Dr. Diego Ponce de Leon



- He holds a PhD from the Energy and Resources Group, University of California Berkeley.

He develops the use of technology to

1. Build renewable energy-related data infrastructure and systems.
2. Collect data on power grids in order to improve the power system and reduce energy waste.

- The world has recently made a lot of progress in transitioning away from power generated by fossil fuels to wind and solar power.

- حاصل على شهادة الدكتوراه من قسم الطاقة والموارد في جامعة كاليفورنيا.
- طوَّر استخدام التكنولوجيا بغرض:

1. إنشاء بنية تحتية وأنظمة خاصة بالبيانات ذات الصلة بالطاقة المتجددة.
2. جمع بيانات حول شبكات الطاقة؛ من أجل تحسين نظام الطاقة والحد من الهدر.

- شهد العالم في الآونة الأخيرة تقدمًا كبيرًا في مجال التحوُّل من توليد الطاقة باستخدام الوقود الأحفوري إلى استخدام كل من طاقة الرياح والطاقة الشمسية.

- Fossil fuels are derived from coal, natural gas, and oil.
- Renewable energy, such as wind, solar power

- الوقود الأحفوري: هو الوقود المستخرج من: (الفحم الجيري، والغاز الطبيعي، والنفط).
- الطاقة المتجددة مثل: الرياح، والطاقة الشمسية.



Energy efficiency

Dr. Ponce de Leon's work helps devices work efficiently by:

1. Connecting all the refrigerators and air conditioners together with a thermostat.

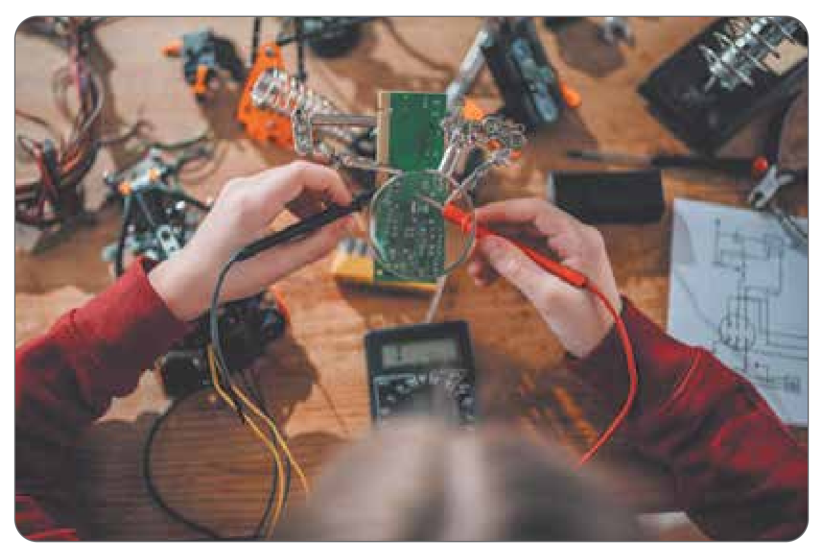
Thermostat: It is a switch that measures the temperature in air conditioners and refrigerators.

منظم الحرارة «الترموستات»: هو جهاز يقيس درجة الحرارة في مكيفات الهواء والثلاجات.

2. Programming a computer to monitor and control them.
3. He used sensors to monitor the appliances.

Sensors: They are devices that communicate information back to a computer. أجهزة الاستشعار: أجهزة تعيد إرسال المعلومات إلى جهاز الكمبيوتر.

4. He used his knowledge of software to program the air conditioners and refrigerators in a new, energy-efficient way.



كفاءة استهلاك الطاقة:

يساعد عمل الدكتور بونس دي ليون في زيادة كفاءة الأجهزة عن طريق:

1. ربط جميع الثلاجات ومكيفات الهواء معًا بواسطة منظم الحرارة (الترموستات).
2. ثم برمجة جهاز كمبيوتر لمراقبتها والتحكم بها.
3. استخدام أجهزة استشعار لمراقبة الأجهزة المنزلية.
4. برمجة مكيفات الهواء والثلاجات بشكل جديد أكثر كفاءة من حيث استهلاك الطاقة.

- Dr. Ponce de Leon also used sensors to monitor the energy usage of the refrigerators and air conditioners throughout the day.
- The amount of electricity a town uses changes throughout the day. For example, more energy is used by air conditioners in the afternoon during summer because of the high temperatures.
- By monitoring energy usage, Dr. Ponce De Leon was able to balance the power grid by moving and storing electricity from one place to another so that the amounts were equal.
- In this way, he could recommend ways to save electricity and build better energy systems in the future.

- استخدم الدكتور بونس دي ليون أيضًا أجهزة استشعار لمراقبة استخدام الطاقة في الثلاجات ومكيفات الهواء طوال اليوم.
- تتغير كمية الكهرباء التي تستخدمها المدينة على مدار اليوم. على سبيل المثال، يتم استخدام طاقة أكثر بواسطة مكيفات الهواء في فترة ما بعد الظهر خلال فصل الصيف؛ بسبب ارتفاع درجات الحرارة.
- من خلال مراقبة استخدام الطاقة، تمكَّن الدكتور بونس دي ليون من تحقيق التوازن في شبكة الكهرباء عن طريق نقل وتخزين الكهرباء من مكان إلى آخر بحيث تكون الكميات متساوية.
- وبهذه الطريقة، يمكنه أن يوصي بطرق لتوفير الكهرباء وبناء أنظمة طاقة أفضل في المستقبل.

Data and information management systems in Egypt:

- In Egypt, a data and information management system is being used for a different reason.
- It is used to ensure water is being used efficiently in newly reclaimed areas.
- The system is based on monitoring and remote sensing data.
- This data helps engineers make decisions and improve irrigation systems.

NOTES:

- Using technology to collect data is crucial to planning for the future.
- Egypt has been increasing its agricultural land to ensure food security.

- في مصر، يتم استخدام نظام إدارة البيانات والمعلومات لسبب مختلف.
- يتم استخدامه لضمان استخدام المياه بكفاءة في المناطق المستصلحة حديثًا.
- يعتمد النظام على بيانات الرصد والاستشعار عن بُعْد.
- تساعد هذه البيانات المهندسين على اتخاذ القرارات وتحسين أنظمة الري.
- **ملحوظة:** • استخدام التكنولوجيا لجمع البيانات أمر بالغ الأهمية في التخطيط للمستقبل.
  • قامت مصر بزيادة أراضيها الزراعية؛ لضمان الأمن الغذائي.

Theme 4

Information in Exercises

Dr. Ponce de Leon used a Raspberry Pi 2B:

Raspberry Pi 2B: Simple, small (it fits in your hand), and inexpensive computer that is used in the processing and storage of data as well as running software.

راسبيري باي: جهاز كمبيوتر بسيط وصغير (يتسع لراحة يدك) وغير مكلف، يُستخدم لتخزين ومعالجة البيانات وتشغيل البرامج أيضًا.

With a basic knowledge of the coding language, you can program it to do practical things, such as:

1. Turn lights on and off.
2. Read sensors.
3. Record data.

You can plug in:

1. A keyboard
2. A monitor
3. A mouse

يمكن برمجته بسهولة من خلال معرفتك أساسيات لغة البرمجة لإجراء مهام عملية، مثل:

1. إضاءة المصابيح وإطفائها.
2. قراءة أجهزة الاستشعار.
3. تسجيل البيانات.

يمكن توصيل:

1. لوحة مفاتيح.
2. شاشة.
3. فأرة بهذا الكمبيوتر.

People worldwide use the Raspberry Pi to:

1. Learn computer programming.
2. Build hardware projects.

يستخدم الأفراد في كافة أنحاء العالم أجهزة «راسبيري باي» لـ:

1. تعلُّم برمجة الكمبيوتر.
2. إنشاء مشروعات خاصة بالأجهزة.

أهم الكلمات والمصطلحات

PhD	شهادة الدكتوراة	Air conditioners	مكيفات الهواء
Agricultural land	الرقعة الزراعية	Progress	تقدم
Fossil fuel	الوقود الحفري	Reclaimed areas	المناطق المستصلحة
Monitoring	المراقبة	Thermostat	منظم الحرارة
Sensors	أجهزة الاستشعار	Make decisions	اتخاذ القرارات
Infrastructure	بنية تحتية	Remote sensing	الاستشعار عن بُعْد
Food security	الأمن الغذائي	Irrigation	الري
Efficiency	كفاءة		

Exercises on Lesson 1

1 Choose the correct answer:

1 .... is one of the renewable energy sources.
a. Natural gas b. Wind c. Coal d. Oil

2 Dr. Diego Ponce de Leon develops the use of technology to build data systems related to ....
a. renewable energy b. fossil fuels
c. debris d. petroleum

3 Fossil fuels are found in nature in the form of ....
a. natural gas b. coal c. oil d. all of them

4 Thermostats are used in refrigerators to measure the ....
a. temperature b. energy c. humidity d. intensity
[الإسكندرية - المنتزه أول 2023]

5 Recently, ... is/are being used as alternative(s) of fossil fuels.
a. solar power b. wind c. oil d. a and b

6 Dr. Diego connects the refrigerators and air conditioners together with ....
a. thermostats b. Bluetooth c. Wi-Fi d. debris

7 .... is/are used to monitor how much energy the refrigerators and air conditioners use throughout the day. [الإسكندرية - المنتزه ثان 2023]
a. Sensors b. A thermostat c. Debris d. Coal

8 .... is a switch that measures the temperature in air conditioners and refrigerators. [الإسكندرية - إدارة وسط 2023] [الغربية - زفتى 2023]
a. A power grid b. A thermostat c. Natural Gas d. Energy

9 You can use .... to monitor and control home appliances. [دمياط 2023]
a. Wi-Fi b. thermostats c. sensors d. Google

10 The amount of electricity used by air conditioners in summer is .... in the winter.
a. higher than b. less than
c. the same as d. none of the previous

11 .... is/are devices send back information to the computer.
a. Thermostat b. Sensors c. Raspberry Pi d. A switch
[البحيرة - الدلنجات 2023]

12 In Egypt, data and information management system was built to improve the .... system.
a. investment b. irrigation c. industry d. environment

13 To learn computer programming, you should use .... [الإسكندرية - شرق 2023]
a. The TV b. sensors c. the radio d. Raspberry Pi

2 Put (✓) or (✗):

1 We can use technology to solve many problems. [الجيزة - 6 أكتوبر 2023] ( )
2 Dr. Diego used technology to reduce energy waste. [الجيزة - الهرم 2023] ( )
3 A thermostat is a device that communicates information back to a computer. ( )
4 The amount of electricity used in a certain town changes throughout the day. ( )
5 Sensors are devices used to measure the temperature. ( ) [الإسكندرية - المنتزه أول 2023]
6 The amount of electricity used by air conditioners in the summer is less than in the winter. ( )
7 There is just one way to produce energy. ( )
8 Egypt has a system for using water efficiently to increase agricultural area. [البحيرة - الدلنجات 2023] ( )
9 Dr. Ponce was able to balance the power grid by moving and storing the electricity. ( )
10 We can store and move electricity from one place to another. ( )
11 The Raspberry Pi can be programmed to read sensors and record data. [دمياط 2023] ( )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Sun and wind	a. using technology to collect data in planning.
2 Coal and oil	b. measures the temperature
3 Sensors	c. are fossil fuels.
4 A thermostat	d. communicate information back to a computer.
5 Crucial	e. are renewable energy sources.

1 .... 2 .... 3 .... 4 .... 5 ....

Lesson 2 How Digital Devices Work

Tips for Common ICT Issues

➊ Installing Software تثبيت البرامج

Most software programs are downloaded from the internet, such as:

- Microsoft Office
- Google Chrome

Windows PC

- Find the program online.
- Click the download button.
- Click on the file, located in Downloads.
- A box will pop up.
  Follow the instructions to finish the installation process.

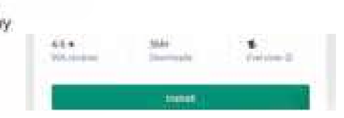
INSTALL.....

Android Device

- Tap on the Apps icon.
- Go to the App Store (Google Play stores).



- Find the app you're looking for and click Install.







Remember

- If you don't use official stores, only download software from reliable sources.
- If you're unsure or facing problems, you can ask your teacher for help.

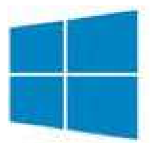
- إذا كنتَ لا تستخدم متاجر التطبيقات الرسمية، فاحرص على تنزيل البرمجيات فقط من مصادر موثوقة.
- في حال كان لديك أي شكوك أو مشكلات، يمكنك الاستعانة بمعلمك.

2 Updating Software تحديث البرمجيات

- Software programs often need to be updated.
- Updates help programs to run more efficiently.
- Many programs install the necessary updates automatically.
- Some major updates require a restart. Windows will prompt you when this is the case.

- يجب تحديث البرمجيات بانتظام لمساعدتها على العمل بكفاءة أكثر.
- تُثبَّت التحديثات في معظم البرامج تلقائيًّا.
- تتطلَّب بعض التحديثات الكبيرة إعادة تشغيل جهاز الكمبيوتر، وفي هذه الحالة سيُظهر لك الجهاز رسالة تخبرك بذلك.

Windows PC



To manage updates, go to the following:

Start button → Settings → Update and Security → Windows Update

Android Device



To check for updates, go to the following:

System → System Update

- Tap on the icon and follow the instructions to install the necessary updates.

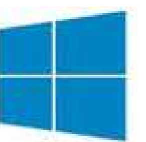
- اضغط على الأيقونة واتبع التعليمات لتثبيت التحديثات الضرورية.

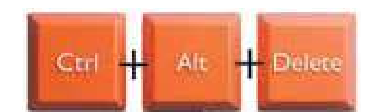
3 Troubleshoot Screen Freezes حل مشكلة توقف الشاشة عن الاستجابة

» Sometimes, when you're downloading or updating software, your screen may freeze. If this happens:

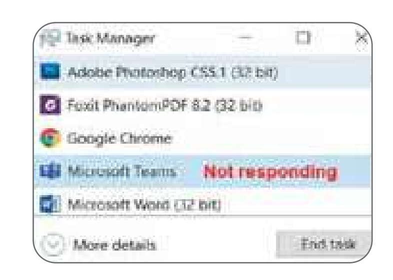
» في بعض الأحيان، عندما تقوم بتنزيل برنامج أو تحديثه، قد تتجمَّد شاشتك. إذا حدث هذا، قم بعمل الآتي:





Press and hold the 

buttons.



- Use the Task Manager to shut down any program that is marked as "not responding."

• استخدم مدير المهام لإيقاف تشغيل أي برنامج تم وضع علامة «لا يستجيب» عليه.



- Turn your device off by pressing and holding down the power button for several seconds. Then wait a few more seconds before restarting your device.

• قم بإيقاف تشغيل جهازك بالضغط مع الاستمرار على زر الطاقة لعدة ثوانٍ، ثم انتظر بضع ثوانٍ إضافية قبل إعادة تشغيل جهازك.

Android Device





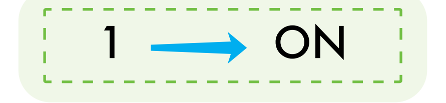
- Hold down the power button for 30 seconds and restart.

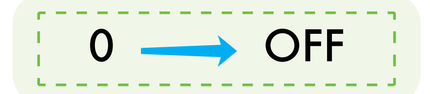
• اضغط مع الاستمرار على زر الطاقة لمدة ٣٠ ثانية وأعد التشغيل.

Theme 4

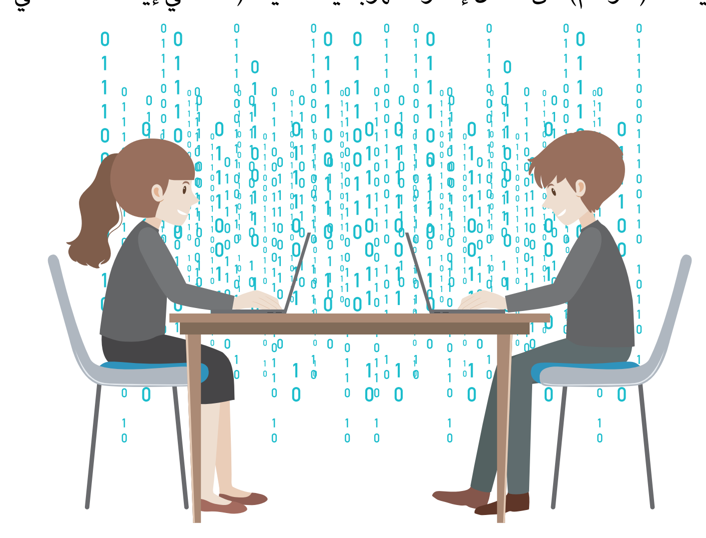
4 Binary Numbers System نظام العد الثنائي

- Computers use the binary system to store data more efficiently.
- Think of binary numbers as a language that the computer understands.
- Understanding the binary system will help you better understand what's going on when investigating a computer problem.
- The binary system uses the two values 1 and 0 to express the binary numbers system.
- Computers understand data (numbers) through a binary electrical signal:





- تستخدم أجهزة الكمبيوتر النظام الثنائي لتخزين البيانات بشكل أكثر كفاءة.
- يمكنك اعتبار الأرقام الثنائية لغة يفهمها الكمبيوتر.
- سيساعدك فهمها على فهم ما يحدث بشكل أفضل عندما تتقصى مشكلة متعلقة بالكمبيوتر.
- يستخدم النظام الثنائي القيمتان 0 و 1 للتعبير عن نظام الأرقام الثنائية.
- أجهزة الكمبيوتر تفهم البيانات (الأرقام) من خلال إشارة كهربائية ثنائية. (0 تعني إيقاف، 1 تعني تشغيل)



أهم الكلمات والمصطلحات

Reliable	موثوق	Not responding	لا يستجيب
Restarting	إعادة التشغيل	Instructions	تعليمات
Investigating	التقصي	Efficiently	كفاءة
Binary	العد الثنائي		

Exercises on Lesson 2

1 Choose the correct answer:

1. Most software programs, like ...., are downloaded from the internet. [مصر القديمة 2024] [الإسكندرية - العامرية 2023]
   a. MS Office b. Google Chrome
   c. a and b d. none of them
2. You should download software from .... sources. [أسيوط 2024]
   a. reliable b. untrusted c. unreliable d. none of them
3. .... help(s) programs to run more efficiently. [الجيزة - الدقي 2024]
   a. Updates b. Removes c. Shut down d. Restarts
4. To solve the problem of the screen freezing in Windows, you can press .... [الإسكندرية - وسط 2024]
   a. Enter key b. Alt+Del c. Ctrl+Alt+Del d. none of them
5. To solve the problem of screen freezes on Android devices, press ....
   a. Ctrl+Alt b. power button for 30 seconds
   c. Del+Alt+Ctrl d. none of them [الإسكندرية - الجمرك 2024]
6. When downloading file from the internet, you will find it in .... folder. [مدينة نصر - شرق 2024] [الغردقة 2024]
   a. Recycle bin b. Pictures c. Documents d. Downloads
7. To turn your device off, hold down the .... button. [مصر القديمة 2024]
   a. power b. Esc c. enter d. space
8. Computers use .... to store data more efficiently. [الجيزة - الدقي 2024]
   a. binary system b. the internet c. box d. the keyboard
9. Computers understand .... signals.
   a. Morse b. electrical c. light d. a and b
10. The binary system uses the value(s) .... to express the binary numbers system. [الجيزة - الهرم 2023]
    a. 0 b. 1 c. a and b d. none of them

11 In the computer binary system, the number(0) means ....
a. on b. off c. one d. none of them

[الإسكندرية - المنتزه ثانٍ 2024]

12 Many programs install necessary updates ....
a. manually b. automatically c. directions d. none of them

[القاهرة - عين شمس 2024]

13 You can use Ctrl+Alt+Del to solve the problem of screen freezes in ....
a. Windows PC b. iPhone c. Android d. a smart watch

[الجيزة - الهرم 2024]

14 To install a software in Android devices, go to ....
a. Google Chrome b. Google Play Store
c. Windows d. none of them [الإسكندرية - وسط 2024]

15 In Android to check for updates, go to .... then System Update.
a. System b. Search box c. Taskbar d. File

[الدقهلية 2024]

2 Put (✓) or (✗):

1 It is recommended to update the software installed on your device regularly. [الإسكندرية - المنتزه ثانٍ 2023] (   )
2 You must install updates for programs manually. [البحيرة - دمنهور 2023] (   )
3 All software updates require a restart. [الجيزة - 6 أكتوبر 2023] (   )
4 "Screen freezes" is one of the common problems when using a PC. (   )
5 The binary system uses the values 1 and 2. [مصر القديمة 2024] (   )
6 Many programs can be updated automatically. [الجيزة - 6 أكتوبر 2024] (   )
7 In Windows operating system, some major updates require a restart. [مدينة نصر - شرق 2024] (   )
8 All online sources are safe to download programs. (   )
9 Users can face various problems when using computers. (   )
10 You can use "Task Manager" to shut down non-responding programs. (   )
11 To solve the problem of the screen stopping responding on Android devices, press the power button for 30 seconds. [الأزهر الشريف 2023] (   )

12 Binary numbers is a language that the coumputer understands. ( )

[السويس 2024]

13 Updates can't help programs to run more efficiently. ( )

[القاهرة - عين شمس 2024]

14 Most software programs are downloaded from the internet. ( )

[القاهرة - الزيتون 2024]

15 We should download software from unreliable sources. ( )

[الجيزة - بولاق الدكرور 2024]

16 Computers use binary system to store data more efficiently. ( )

[القاهرة الجديدة 2024]

17 Installation of new programs is limited to devices running the Android system only. [الغردقة 2024] ( )

18 Pressing and holding down the power button for several seconds is one of troubleshooting screen freezes. [القاهرة - الشروق 2024] ( )

3 Complete the missing parts using the words between the brackets:

(30 seconds – binary numbers – Google Play Store – power – Ctrl+Alt+Del)

1 .... used to solve the problem of screen freezes in Windows.

[الإسكندرية - العجمي 2024]

2 To turn your cell phone off, press the .... button for ....

3 The language understood by computer devices is called ....

[الإسكندرية - الجمرك 2024]

4 .... used to install software to Android device. [السويس 2024]

4 Rearrange the following settings to update a software program on your PC:

a Windows Update ( )

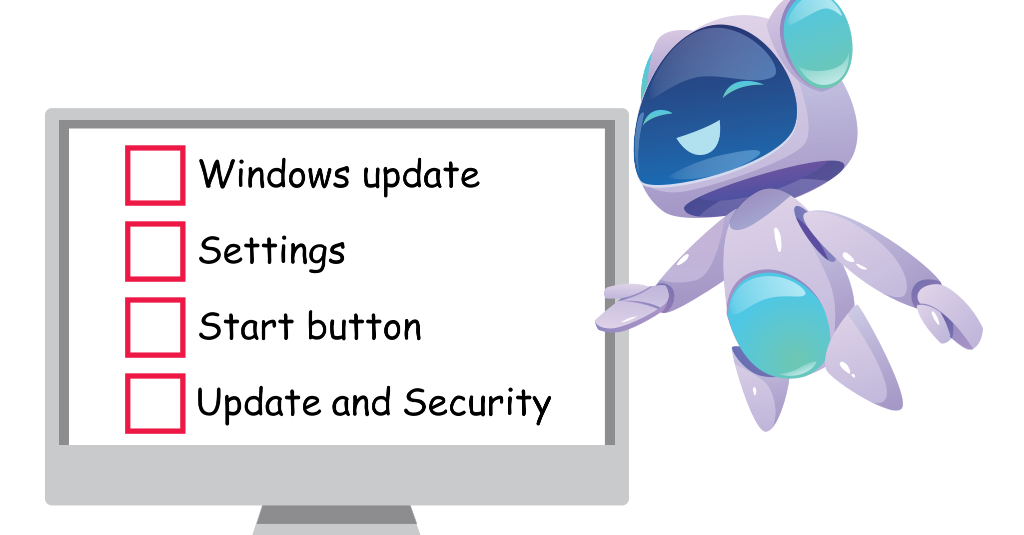
b Settings ( )

c Start button ( )

d Update and Security ( )



❶ Help the robot to update Windows on his computer by ordering the steps below.



❷ Help the robot to install Google Chrome on his tablet by ordering the steps below.



Test Yourself on Lessons 1&2

1 Choose the correct answer:

1. Thermostats are used in refrigerators to measure the ....
   a. temperature b. humidity c. energy d. a and b [دمياط 2023]
2. Software should be .... regularly to help it works efficiently.
   a. updated b. deleted c. ignored d. renamed
   [القاهرة - المستقبل 2023]
3. You can use the Ctrl+Alt+Del to solve the problem of screen freezes in ....
   a. iPhone b. Android c. Windows PC d. a tablet [الجيزة - الدقي 2024]
4. Dr. Diego used .... to monitor the appliances.
   a. thermostats b. sensors c. Wi-Fi d. fuels
5. If you don't use official stores, only download software from .... sources. [دمياط 2023]
   a. reliable b. unreliable c. harmful d. dangerous

2 Put (✓) or (✗):

1. Updates help programs to run more efficiently. [الإسكندرية - وسط 2024] ( )
2. Wind energy is extracted from coal, natural gas, and oil. ( )
   [الإسكندرية - برج العرب 2023]
3. Press the "Alt + Ctrl + Del" buttons to solve the problem of screen freezes on Android devices. ( )
4. Many programs install updates automatically ( )
5. You should download software from reliable sources. ( )

3 Complete the missing parts using the words between the brackets:

(Raspberry Pi – Wind - Windows – binary system – download)

1. .... is a simple computer that you can program to turn lights on and off. [الأزهر الشريف 2023]
2. .... is one of the renewable energy sources. [البحيرة - دمنهور 2023]
3. To install software, click on .... [السويس 2024]
4. .... is considered the most famous operating system. [القاهرة - المستقبل 2023]
5. Computers use the .... to store data more efficiently.

Lesson 3 An Introduction to Binary Numbers

درس إثرائي

- Computers can perform amazing tasks quickly.
- They only understand information represented by 1s and 0s.
- Computer design is simple and efficient. Just like a light switch, it allows only two states: on and off.

1s and 0s → they also called → Yes No or On Off

- The binary numbers system is used to **send**, **receive** and **store** information on digital electronic devices, such as **computers**, **phones**, and **calculators**.

« يمكن لأجهزة الكمبيوتر أداء مهام مذهلة بسرعة. « أجهزة الكمبيوتر تفهم فقط المعلومات الممثلة بـ (0 و1).

« تصميم الكمبيوتر بسيط وفعال تمامًا مثل مفتاح الإضاءة، فإنه يسمح بحالتين فقط: التشغيل والإيقاف.

« يستخدم نظام الأرقام الثنائية لإرسال واستقبال وتخزين المعلومات على الأجهزة الإلكترونية الرقمية، مثل: أجهزة الكمبيوتر، والهواتف، والآلات الحاسبة.

Decimal Number (Base ten system)

- All information can be represented using only two numbers in the binary system.
- To understand this, it's helpful to consider **the decimal system**.
- Humans use the **decimal system** to communicate using numbers.
- The decimal system has ten unique numerals **(0 - 9)**. Therefore, it is called the **base-ten system**.

0	1	2	3	4	5	6	7	8	9

- These ten numbers are used to represent all possible numbers.
- Once we count past 9, we add one of the ten unique number symbols as a digit on the left.
- Counting from the right, each place represents a value ten times as big as the previous one.

• يمكن تمثيل جميع المعلومات باستخدام رقمين فقط في النظام الثنائي. • لفهم ذلك، من المفيد النظر في النظام العشري.
• يستخدم البشر النظام العشري للتواصل باستخدام الأرقام.
• النظام العشري يحتوي على عشرة أرقام متفردة (0 – 9)؛ لذلك يُطلق عليه نظام الـ«أساس 10».
• تستخدم هذه الأرقام العشرة لتمثيل جميع الأرقام الممكنة.
• عندما نتجاوز الرقم 9 في العد، نضيف أحد الأرقام العشرة المتفردة كرقم على اليسار.
• بالعد من اليمين، يمثل كل مكان قيمة أكبر بعشرة أضعاف من القيمة التي قبلها.

Lesson 3

Exercise 1 1001

Decimal system	x16	x8	x4	x2	x1	Binary system
....						←

Exercise 2 110

Decimal system	x16	x8	x4	x2	x1	Binary system
....						←

Exercise 3 111

Decimal system	x16	x8	x4	x2	x1	Binary system
....						←

في النظام الثنائي: العد يكون من جهة اليمين، ويمثل كل مكان قيمة مرتين أكبر من الكمية السابقة 1s,2s,4s,8s,16s

Example: 101

It is read as "one zero one" using the binary system.

It is read as "one hundred one" using the decimal system.

How to convert from the binary system to the decimal system

Example: 101

Decimal system	x16	x8	x4	x2	x1	Binary system
5			1	0	1	← 101 Write number from right

4 + 0 + 1

- This means number (101) in the binary system equals (5) in the decimal system.

Theme 4

This table shows some values of binary numbers and their equivalent decimal numbers:

Decimal	Binary					
		x16	x8	x4	x2	x1
1	1	0	0	0	0	1
2	10	0	0	0	1	0
3	11	0	0	0	1	1
4	100	0	0	1	0	0
5	101	0	0	1	0	1
6	110	0	0	1	1	0
7	111	0	0	1	1	1
8	1000	0	1	0	0	0
9	1001	0	1	0	0	1

أهم الكلمات والمصطلحات

Store	حفظ	Value	قيمة
Quantity	كمية	Decimal system	نظام العد العشري

Exercises on Lesson 3

1 Choose the correct answer:

1. .... are like a light switches; they allow only two states ''on and off''.
   a. Computers b. Numbers c. Systems d. None of them

[الإسكندرية - العامرية 2023]

2. Computers only understand information represented by ....
   a. 1s b. 0s c. 2s d. a and b

3. The binary numbers system is used to store, send, and receive date on ....
   a. computers b. calculators c. a and b d. none of them

4. The binary system is used to send, receive, and .... information on digital electronic devices.
   a. process b. delete c. store d. remove

5. Humans use the .... system to communicate using numbers.
   a. binary b. decimal c. octal d. fraction

6. The .... system is called the base-two system.
   a. binary b. decimal c. octal d. primary

7. The .... system is called the base-ten system.
   a. binary b. decimal c. octal d. primary [دمياط 2023]

8. In the decimal system, we use .... number symbols to represent all possible numbers.
   a. one b. two c. three d. ten

9. The binary numbers system is used to send, receive, and store information on digital electronic devices, such as ....
   a. computers b. phones c. laptops d. all the previous

[الإسكندرية - العامرية 2023]

Theme 4

2 Put (✓) or (✗):

1. Computers understand information represented by "on and off". (   )
2. The binary number system does not enable the computer to store data. (   )

[برج العرب]

3. The number 7 in the decimal system is equivalent to (111) in the binary system. (   )
4. The decimal system is called the base-two system. (   )
5. The binary number system has just two numbers (1 and 2). (   )
6. The decimal system is a numbering system that has a base number of 2. (   )

[الغربية - زفتى 2023]

7. The binary number system is called the base-two system. (   )
8. The decimal system is used in cell phones to store data. (   )

3 Complete the following table:

	Decimal	Binary
1		0001
2	9	
3		0101
4	8	
5		0110
6	7	
7	2	
8		0100

Lesson 4 Determining the Needs for a Digital Project



- Explorer Ponce de Leon understands the importance of planning.
- He uses technology to collect data to plan for the future.

• يفهم المستكشف بونس دي ليون أهمية التخطيط. ويستخدم التكنولوجيا لجمع البيانات؛ بهدف التخطيط للمستقبل.

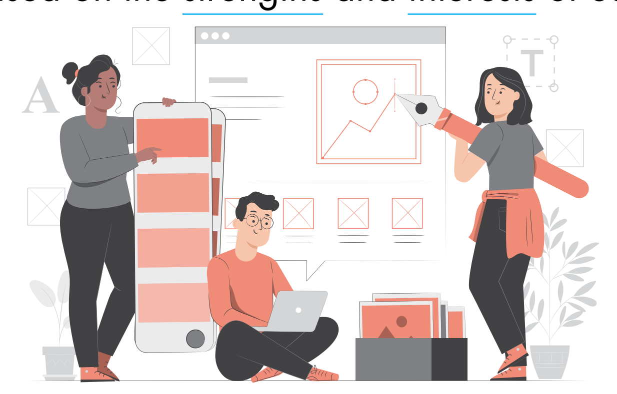
Before starting your project, discuss in groups:

1 What will the final product be?
Presentation, poster, web page, or film?

2 What is needed?
Make a list of the things needed to deliver the project on time.

3 Which tools will you use?
Decide on the tools that will be needed to complete each section of the project.

4 Who will do each part?
Assign roles based on the strengths and interests of each group member.



قبل البدء بمشروعكم، ناقشوا التالي ضمن مجموعات:

1 ماذا سيكون المنتج النهائي؟ – هل سيكون عرضًا تقديميًّا أو ملصقًا أو صفحة ويب أو فيلمًا؟
2 إلامَ تحتاج؟ – حضِّر لائحة بالعناصر التي تحتاج إليها؛ لتسليم المشروع في الوقت المناسب.
3 ما الأدوات التي ستستخدمونها؟ – اكتبوا قائمة بالأدوات اللازمة لتحضير كل جزء من أجزاء المشروع.
4 مَنْ سيتولى إنجاز كل جزء؟ – وزِّع الأدوار بناء على نقاط القوة والاهتمامات التي يتمتع بها كل فرد في المجموعة.

Theme 4

1 Microsoft Word:



- Word (in Microsoft Office 365) is an efficient program to use when working on projects.
  1. Group members can work together at the same time.
  2. With an internet connection, you can set up a Word document to be edited by numerous users in different locations.
- This can be done by setting up online editing:

  Click Edit Documents → Edit in Word for the web to make changes.

« هو برنامج من مايكروسوفت 365، وهو من البرامج المفيدة لتنفيذ المشاريع.

1. يتيح لأفراد المجموعة العمل معًا في الوقت نفسه على تحرير مستند.
2. يسمح لمستخدمين متعددين من حول العالم بتحرير المستند نفسه إذا توفَّر اتصال بالإنترنت؛ وذلك من خلال تثبيت ميزة التعديل على الإنترنت.

« لإجراء تغييرات على المستند: انقر على (تحرير المستند) ← (التحرير في وورد للويب).

2 Microsoft Paint:



- You can save the images you create and insert them into your document.

« يمكن من خلاله حفظ الصور التي أنشأتها ثم إدراجها في المستند.

3 Email:



1. Use email to send your work to other group members or to your teacher.
2. Write your ideas in a message or attach a document or image that you've created.

- Remember: Always tell your group members that you're sending an attachment, so they know that it's safe to open.

1. يستخدم لإرسال عملك إلى الأفراد الآخرين ضمن المجموعة أو إلى معلمك.
2. تستطيع من خلاله أن تكتب أفكارك في رسالة أو أن ترفق مستندًا أو صورة كنتَ قد أنشأتها.

« لا تنسَ أن تخبر أفراد المجموعة أنك أرفقت الملف؛ لكي يعرفوا أنه يمكنهم فتحه بأمان.

Assigning Roles

» Understanding the roles group members will play in the project is important.

Before you start, speak to your group members to discuss the following:

1. The strengths and personal characteristics of each group member that can benefit the group.
2. The things needed to complete the project: pictures, texts, data, etc.
3. The tools that will be needed to complete each section of the project
4. The format that will be used to deliver information.

Then discuss:

a. Who might be best suited for each aspect of the project to assign roles.
b. Be sure to go over any questions group members may have and answer the questions as a group.
c. If there are any questions left unanswered, ask your teacher or family for help.

توزيع الأدوار:

قبل البدء في المشروع، من المهم جدًّا أن يفهم أفراد المجموعة أدوارهم في المشروع، ناقش أفراد مجموعتك في النقاط التالية:

1. نقاط القوة التي يتمتع بها كل فرد، وميزاته الشخصية التي يمكن أن تفيد المجموعة.
2. العناصر الضرورية لإنجاز المشروع مثل: الصور والنص والبيانات وغيرها.
3. الأدوات اللازمة لإنجاز كل جزء من أجزاء المشروع.
4. التنسيق الذي سيُستخدم لتسليم المعلومات. **بعدها:**

أ. حدِّدوا الفرد المناسب لتولي كل جزء من أجزاء المشروع، ثم وزِّعوا الأدوار.
ب. احرصوا على مناقشة أي أسئلة قد يطرحها أفراد المجموعة، وأجيبوا عنها ضمن المجموعة.
جـ. في حال لم تعرفوا الإجابة عن بعض تلك الأسئلة، اطلبوا المساعدة من معلمكم أو أُسركم.





Explore



» **Bakkar**, the young explorer from the popular cartoon, helps spread information about environmental issues that affect Egypt.
He's a role model for Egyptian children.

لنستكتشف:

« بكار المستكشف الشاب من المسلسل الكارتوني المصري الرائج، يساعد على نشر المعلومات عن قضايا بيئية تؤثر في مصر، وهو قدوة يُحتذى بها للأطفال المصريين.

أهم الكلمات والمصطلحات			
Planning	التخطيط	Section	جزء
Interests	الاهتمامات	Environmental issues	قضايا بيئية
Insert	إدراج	Attach a document	إرفاق مستند
Assign roles	وزِّع الأدوار	Explorer	مستكشف
Numerous users	مستخدمون متعددون		

Exercises on Lesson 4

1 Choose the correct answer:

1. Explorer Ponce De Leon uses .... to collect data to plan.
   a. information b. planning
   c. technology d. none of them [الإسكندرية - وسط 2024]
2. To set up a Word document to be edited by numerous users, you need a/an ....
   a. internet connection b. printer c. interview d. camera
3. .... is one of the digital tools you need to create a digital project.
   a. Speed b. Co-operative
   c. The paint program d. All the previous [القاهرة - الشروق 2024]
4. To send your work to other group members or to your teachers, use .... [القاهرة - عين شمس 2024] [القليوبية 2024]
   a. Microsoft Word b. Paint c. email d. Excel
5. When creating new email, you can attach .... [القاهرة الجديدة 2024]
   a. text file b. image file c. video file d. all of them
6. When sending an attachment via email, you should ....
   a. tell the recipients b. attach virus
   c. send it without message d. a and b
7. Microsoft Word program is one of .... apps.
   a. Microsoft Office 365 b. Microsoft Windows
   c. programming languages d. gaming platforms
   [الجيزة - الهرم 2024]
8. Before opening any email attachment, you should make sure that it is ....
   a. virus b. safe c. danger d. none of them
   [الدقهلية 2024]

2 Put (✓) or (✗):

1. It's important to plan your work before starting. [الغردقة 2024] (   )
2. Microsoft Word is not one of the Microsoft Office 365 programs. [الجيزة - العمرانية 2024] (   )

3 It is not available to edit a Word document online. (   )

[الإسكندرية - المنتزه أول 2023]

4 It is not necessary to plan for your project. (   )

5 One of the tools you may need for a group project is email. (   )

6 You can't attach a document to your email. [الإسكندرية - المنتزه أول 2023] (   )

7 Assigning roles is based on the interests of each group member. (   )

[القليوبية 2024]

8 Paint can save images you create and insert them into documents. (   )

[الدقهلية - بلقاس 2024]

9 You can use email to save the images you create and insert them into your document. [الدقهلية - بلقاس 2023] (   )

10 You have to discuss the tools needed to complete each section of the project after finishing it. (   )

11 Be sure to answer any questions the group members may have. (   )

[الإسكندرية - المنتزه أول 2023]

12 You can't insert an image into a Word document. (   )

13 Before starting work on any project, a list of the tools needed for each part of the project must be determined. [برج العرب 2023] (   )

14 You can use email to send your homework to your teacher. (   )

[القاهرة - عين شمس 2024]

3 Complete the missing parts using the words between the brackets:

(Paint – roles – Email – MS Word – technology)

1 .... is an efficient program to use when working on projects and it's used for writing and formatting texts. [القاهرة - الشرابية 2024]

2 Before starting a project, you should assign .... based on the strengths and interests of each individual in the group. [القاهرة - الشرابية 2024]

3 .... is used to send documents to project members.

4 To edit and save images, you can use the .... program.

5 You can use .... to collect data to plan for the future.



Word Search



Find the following words in the puzzle. → ↓ and ↘.

Bakkar - internet - Paint - roles - Email - MS Word - technology



u	p	g	x	l	r	p	y	s	c	i	j	h	i	i	f	j	f
r	q	a	m	b	f	j	n	x	p	n	l	l	g	d	k	a	g
d	s	o	i	o	a	k	u	l	z	t	u	f	v	o	s	n	b
r	a	d	b	n	f	k	k	c	n	e	k	v	w	a	o	p	e
a	k	a	x	e	t	n	k	l	p	r	i	h	e	m	n	l	e
u	w	r	o	l	e	s	n	a	t	n	v	j	m	c	h	e	f
o	k	t	z	l	v	t	x	o	r	e	p	d	s	r	s	m	t
r	u	e	t	w	y	v	c	y	t	t	w	x	w	h	o	a	t
y	h	f	b	n	k	a	s	g	v	q	q	h	o	w	f	i	d
y	l	g	t	e	c	h	n	o	l	o	g	y	r	o	w	l	a
g	x	s	s	b	n	i	o	b	v	d	t	s	d	o	a	o	g
i	a	o	q	q	h	n	b	w	s	v	g	e	g	v	b	l	e

1. .... is one of the programs that may be used in preparing a project.
2. Before starting a project, you have to assign .... to group members.
3. .... is used to send documents to project member.
4. To edit and save images, you can use the .... program.
5. You can use .... to collect data to plan for the future.
6. To set up a Word document to be edited by numerous users, you need an .... connection.
7. The role model in the Egyptian cartoon is named ....

Test Yourself on Lessons 3&4

1 Choose the correct answer:

1. Computers use the .... numbers system to store data more efficiently.
   a. binary b. decimal c. octal d. primary
2. You can use .... to send your work to other people in a group. [البحيرة - الدلنجات 2023]
   a. email b. Paint c. Word d. Excel
3. Paint program is used to .... images.
   a. create b. edit c. delete d. a and b
4. .... program is used to create document. [القاهرة - الشروق 2024]
   a. Website b. Excel c. Word d. Movie Maker
5. The binary numbers system "101" is equivalent to .... in the decimal system
   a. 2 b. 5 c. 3 d. 4

2 Put (✓) or (✗):

1. The binary number system is called the base-ten system. ( )
2. Before you start a project, assign roles to your team. ( )
3. You can't attach a document to your email. [مصر القديمة 2024] ( )
4. Ensure to answer all group questions before starting a project. ( )
5. The binary number system is used to store data only on computers. ( )

3 Complete the missing parts using the words between the brackets:

(decimal – project – email – binary – Microsoft Office 365)

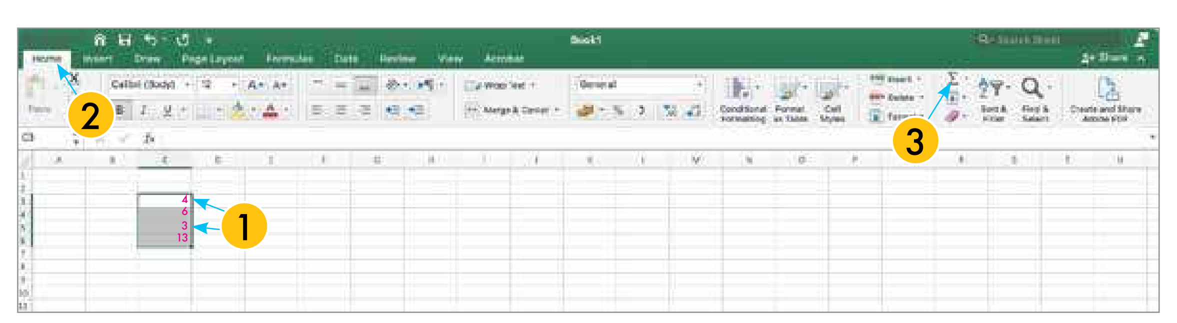
1. The .... system is called the base-ten system.
2. You can attach a file to the message you are sending via ....
3. The .... system represents information by 1s and 0s.
4. MS Word is one of the programs included in ....
5. Before starting your ...., discuss the tools you need.

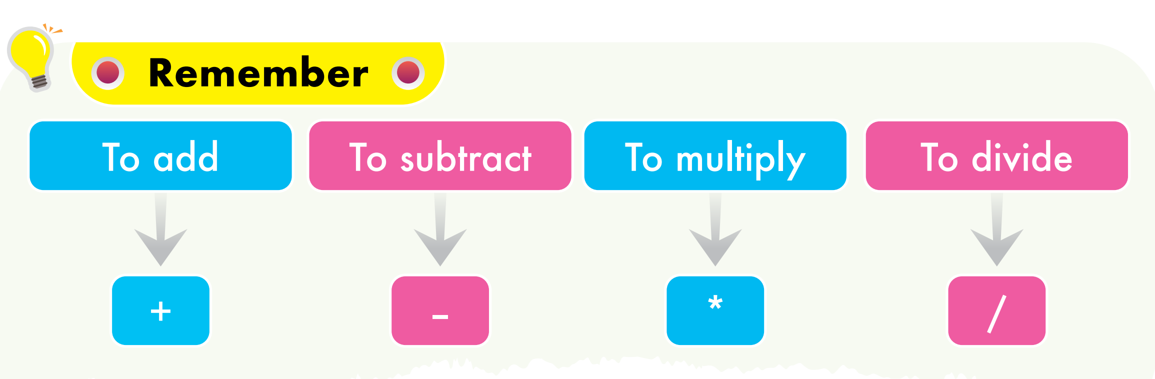
Lesson 5 Gathering Data and Presenting Information

Here are some useful tools in Excel:

1 Add up numbers جمع الأرقام

- **First:** Select all the cells you want to add together.
- Then click: Home Tab ⟶ AutoSum ⟶ Enter





NOTE:

- Use "=" in the cell to create a formula, for example "= B2 – C1".

	A	B	C	D
1				
2				
3		=B2-C1		
4				

Theme 4

❷ Add titles to a graph/chart:

- Toolbar ⟶ Chart Design ⟶ Add Chart Element

❸ Choose the color of a graph/chart:

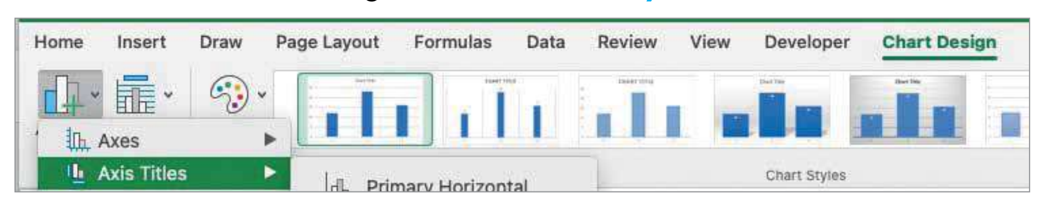
- Toolbar ⟶ Chart Design ⟶ Format

❹ Choose the type of a graph/chart:

- Toolbar ⟶ Chart Design ⟶ Change Chart Type

❺ Choose the layout of a graph/chart:

- Toolbar ⟶ Chart Design ⟶ Quick Layout



Digital information-handling skills

- Research information
- Collect information
- Classify information
- Process information

1 Researching:

» First, define a research question.

» Then, use online and offline sources to find information.

- Online sources (the internet): such as digital books
- Offline sources: such as books in the school library

أولًا: البحث:

« أولًا، حدِّد سؤال البحث.

« بعدها، استخدم شبكة الإنترنت أو المصادر التي لا تحتاج إلى اتصال بالإنترنت للبحث عن المعلومات.

مثل: الكتب الإلكترونية الموجودة على جهاز أو في مكتبة المدرسة.

2 Collecting:

» You can use:

- Word
- Excel (for numeric data)
- Pen and paper.

» Put data into specific files and folders for different types (e.g. images, text, videos, tables.)

ثانيًا: جمع المعلومات:

« يمكنك استخدام برنامج معالج الكلمات (Word)، أو برنامج الجداول الحسابية (Excel) للبيانات الرقمية، أو قلم وورقة لجمع المعلومات.

« ضع البيانات في ملفات ومجلدات بحسب أنواعها المختلفة: «الصور والنصوص والفيديوهات والجداول».



3 Classifying:

» Excel graphs are one example of how you can classify and provide a visual representation of data drawn in the form of a graph.

ثالثًا: التصنيف:

« استخدم الرسوم البيانية في برنامج الجداول الحسابية Excel؛ لتصنيف وعرض البيانات المرسومة في شكل بياني.



Theme 4

4 Processing:

» Once you have researched, collected, and classified your information, you want to process it to get results and share them with others.

رابعًا: المعالجة:

« بعد الانتهاء من البحث وجمع المعلومات وتصنيفها، يتم معالجة المعلومات للوصول إلى النتائج ومشاركتها.







Word for a report



Excel for a spreadsheet



PowerPoint to create a presentation

أهم الكلمات والمصطلحات			
Gathering	تجميع	Formula	معادلة
Chart	رسم بياني	AutoSum	جمع تلقائي
Numeric data	البيانات الرقمية	Useful	مفيد
Classify	تصنيف		

Exercises on Lesson 5

1 Choose the correct answer:

1. You can use the .... sign to add the values of cells in Excel.
   a. +
   b. –
   c. =
   d. * [القاهرة - عين شمس 2024]

2. To add up numbers in Excel, select the cells you want to add together, then click .... from the Home Tab.
   a. Chart Design
   b. Quick Layout
   c. Format
   d. AutoSum [الإسكندرية - شرق 2023]

3. To create a formula, you can write ....
   a. +
   b. –
   c. =
   d. * [الدقهلية - بلقاس 2023]

4. To add numbers, you must first ....
   a. select the first cell
   b. select the last cell
   c. select all cells that contain numbers
   d. none of them [القاهرة - الشرابية 2024]

5. The color of the graph can be chosen from the command ....
   a. Add Chart Element
   b. Format
   c. AutoSum
   d. Quick Layout [دمياط 2023]

6. You can use the .... program to collect numeric information.
   a. Word
   b. Excel
   c. Paint
   d. PowerPoint [الغربية - زفتى 2023]

7. To add titles or labels of a graph, you can choose .... from Toolbar.
   a. Add Chart Element
   b. Format
   c. Change Chart Type
   d. Formula

8 When researching a topic, you can use offline sources, such as ....

a. digital articles
b. books
c. blogs
d. the EKB [الإسكندرية - المنتزه أول 2023]

9 .... program is used to make slideshows.

a. MS Word
b. MS Excel
c. MS PowerPoint
d. Paint

10 To divide the numbers within the cell in Excel, you can use the .... sign.

a. %
b. /
c. –
d. * [أبناؤنا في الخارج 2023]

11 For collecting data, you can use ....

a. Word
b. pen and paper
c. Paint
d. a and b [الإسكندرية - العجمي 2024]

12 .... program is used to create tables and graphs.

a. MS Word
b. MS Excel
c. MS PowerPoint
d. WhatsApp

13 .... tab in Excel contains the AutoSum function.

a. Layout
b. Design
c. Home
d. Formula [الدقهلية - بلقاس 2024]

2 Put (✓) or (✗):

1 Excel is used to collect numerical data. [الغردقة 2024] (   )

2 To automatically add up numbers in cells, select them and choose AutoSum. [البحيرة - دمنهور 2023] (   )

3 Graphs and charts are good tools to share data. [الجيزة - الهرم 2023] (   )

4 Use "Change Chart Type" to choose the type of the graph. (   )

5 To add the values of the cells, use the "+" sign. [الجيزة - الهرم 2024] (   )

6 When researching a topic, you should first define a research question. (   )

7 Processing information comes after data collection ( )

8 You can use digital tools to collect data. ( )

9 You could use PowerPoint to create presentations. ( )

[الإسكندرية - العامرية 2023]

10 You can't use Excel in gathering data and information. ( )

[الإسكندرية - المنتزه ثانٍ 2023]

11 Information can be collected using Photoshop. [القاهرة الجديدة 2024] ( )

12 AutoSum is used to divide cell values automatically in Excel. ( )

[دمياط 2023]

13 You should process the collected data to get the results. ( )

3 Complete the missing parts using the words between the brackets:

(Add Chart Element - " = " - Processing - MS PowerPoint – Excel)

1 .... is the program used to make presentations.

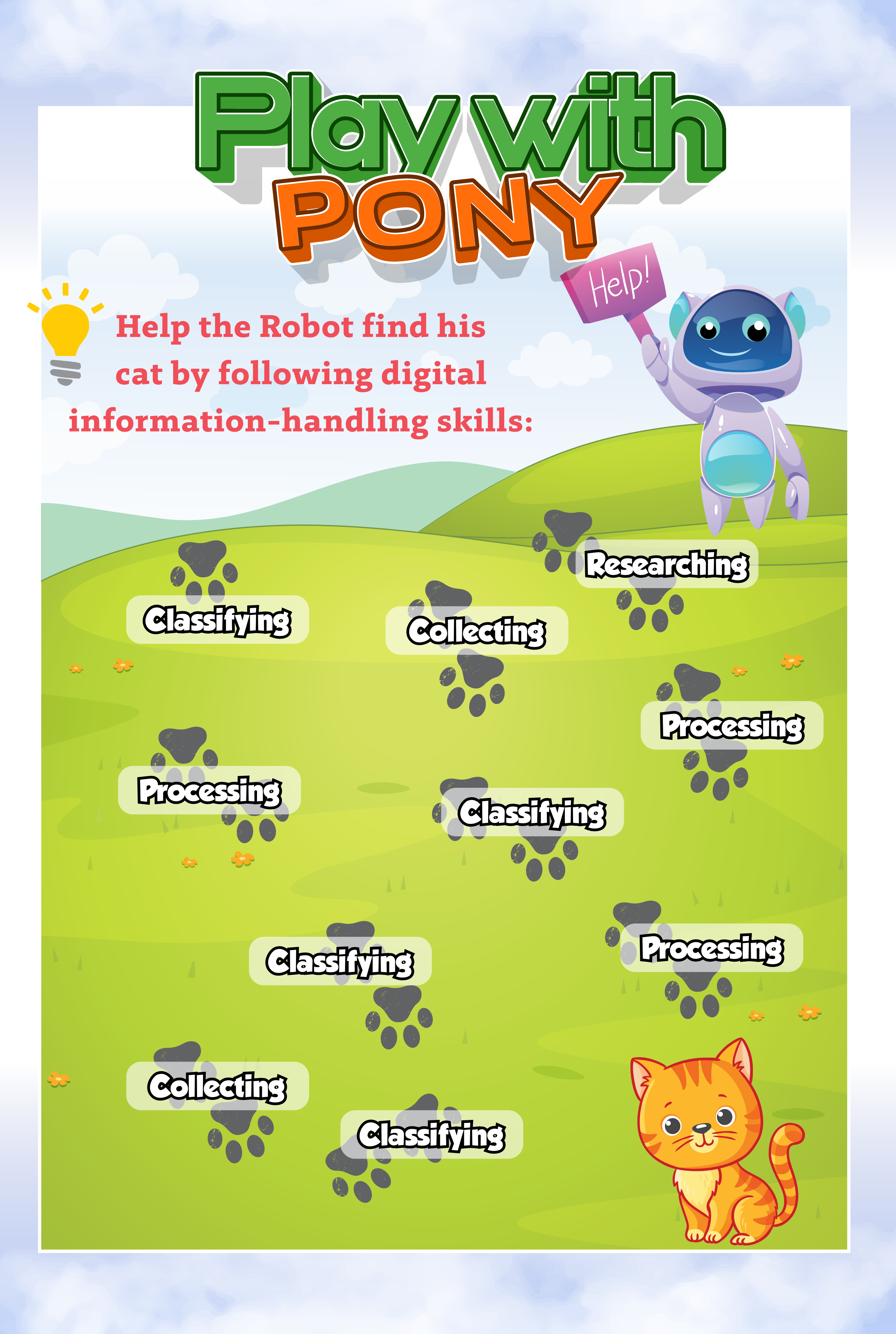
2 .... is used for numeric data drawn in the form of a graph.

[السويس 2024]

3 .... data is crucial to get results and share them with others.

4 To create an equation in MS Excel, you should use the .... sign.

5 To add titles to a graph, choose .... from Toolbar/Chart Design.


Play with PONY
Help!
Help the Robot find his cat by following digital information-handling skills:
Researching
Classifying
Collecting
Processing
Processing
Classifying
Classifying
Processing
Collecting
Classifying

Lesson 6 Presenting Information in an Appealing Way

» An effective presentation is just like your favorite TV show or movie; it's a story that you are telling your audience, regardless of the content.

« يشبه العرض التقديمي الفعَّال برنامجك التلفزيوني أو فيلمك المفضلَين، وهو قصة تتواصل من خلالها مع الجمهور بغض النظر عن المحتوى.

Microsoft Word and PowerPoint

Text

» Text can show important information in an appealing way.

» Use the formatting tools to:

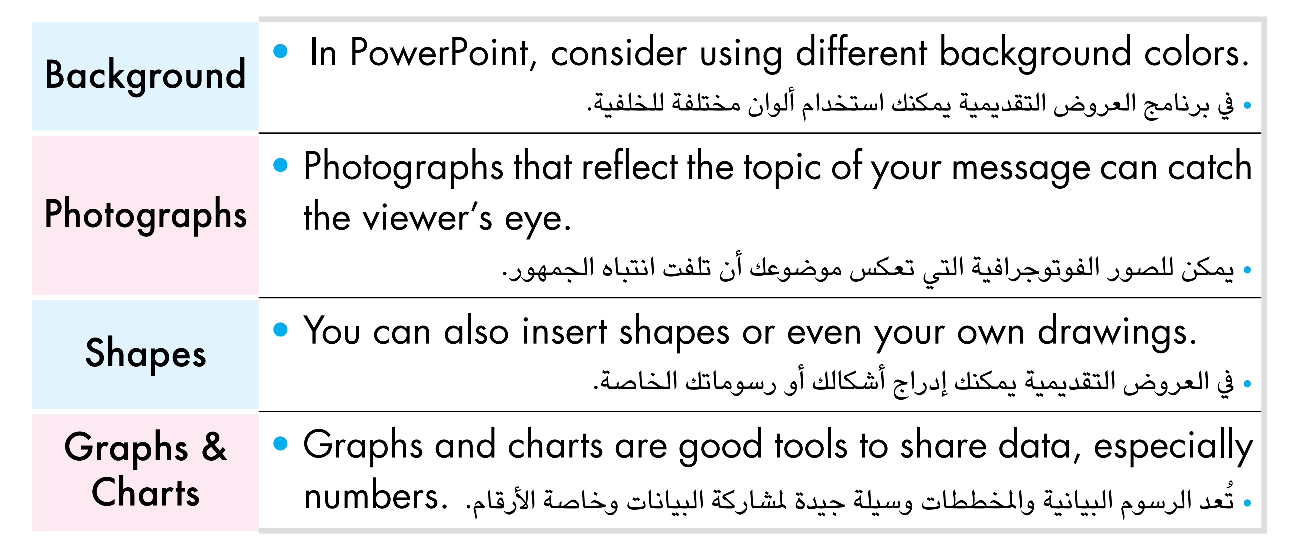
1. Use one or two colors to show emphasis on specific information.
2. Put important text in bold to make key information stand out.



3. You can also insert WordArt to make the text have even more impact.

« **يمكنك استخدام النص لعرض المعلومات المهمة بطريقة جذابة، بواسطة أدوات التنسيق يمكنك:**

1. استخدام لون أو اثنين لإبراز معلومات محددة.
2. استخدام الخط العريض لإبراز المعلومات الرئيسة.
3. يمكنك إدراج WordArt لزيادة تأثير النص.



Background	• In PowerPoint, consider using different background colors. • في برنامج العروض التقديمية يمكنك استخدام ألوان مختلفة للخلفية.
Photographs	• Photographs that reflect the topic of your message can catch the viewer's eye. • يمكن للصور الفوتوجرافية التي تعكس موضوعك أن تلفت انتباه الجمهور.
Shapes	• You can also insert shapes or even your own drawings. • في العروض التقديمية يمكنك إدراج أشكالك أو رسوماتك الخاصة.
Graphs & Charts	• Graphs and charts are good tools to share data, especially numbers. • تُعد الرسوم البيانية والمخططات وسيلة جيدة لمشاركة البيانات وخاصة الأرقام.



Theme 4

Audio	• You can add audio to enhance a text or image. • Be sure there's a clear link to the visual displayed data. • Be sure that it's not too long or distracting. • يمكنك إضافة محتوى صوتي لتعزيز النص أو الصورة. • تأكد من أن المحتوى الصوتي مرتبط بالبيانات المعروضة. • تأكد من أن المحتوى الصوتي ليس طويلًا جدًا أو مُشتتًا للانتباه.
Video Clips	• You can add video clips to your presentation, whether they're ones you found online or videos you have made. • يمكنك استخدام مقاطع الفيديو في عرضك التقديمي، سواء التي أنشأتها بنفسك أو التي استعنت بها من خلال الإنترنت.

Movie Maker



» You can use Movie Maker to make a film from a selection of still images.

» The intellectual property rights of others should be respected when using their photos, videos, and audio files.

« يمكنك استخدام Movie Maker لإنشاء فيلم من مجموعة صور ثابتة.

« يجب مراعاة حقوق ملكية الآخرين الفكرية عند استخدام الصور ولقطات الفيديو والملفات الصوتية.

أهم الكلمات والمصطلحات			
Presenting	تقديم	Bold	عريض
Impact	تأثير	Content	المحتوى
Appealing way	طريقة جذابة	Enhance	تعزيز
Distracting	تشتيت الانتباه	Audience	جمهور
Emphasis	إبراز	Photographs	الصور الفوتوجرافية

Exercises on Lesson 6

1 Choose the correct answer:

1. You can use PowerPoint to present your ideas in a/an .... way.
   a. normal b. boring c. appealing d. bad
2. You can add a video clip in your presentation or get one from ....
   a. the internet b. Excel c. Word d. Paint
3. In PowerPoint, you can add .... to a slide. [القاهرة - الزيتون 2024]
   a. sounds b. shapes c. videos d. all of them
4. .... are considered good ways to share data, especially numbers.
   a. Graphs b. Charts c. Texts d. a and b
5. You can use .... program to make a film from a group of still images.
   a. Movie Maker b. Excel c. Word d. Google

[الإسكندرية - المنتزه أول 2024]

6. You add .... to enhance text, provided that it is related to the displayed data and is not distracting. [القاهرة - الشرابية 2024]
   a. graphics b. audio c. paragraphs d. text
7. In ...., you can use different slide background colors.
   a. web browsers b. PowerPoint c. Excel d. Facebook
8. You can put important text in .... font to make key information stand out. [القاهرة - عين شمس 2024]
   a. bold b. save c. hold d. file
9. You can insert .... to make the text have even more impact.
   a. Save b. WordArt c. PaintArt d. Art

[القاهرة - الشروق 2024]

2 Put (✓) or (✗):

1. You can't add shapes to slides in PowerPoint. ( )

[الجيزة - الهرم 2024]

2. You can color important text to emphasize specific information. ( )

3 You cannot insert an image into a Word document. ( )

[الفيوم - إدارة شرق 2023]

4 Put important text in bold to make key information stand out. ( )

5 You can insert audio to enhance the text in your slideshow. ( )

6 You should use more colors to catch the viewer's eye. ( )

7 Photographs should reflect the topic of your message. ( )

8 You can add videos in your presentation. [الإسكندرية - وسط 2024] ( )

9 WordArt is an amazing feature in Paint. ( )

10 Add a long audio to your presentations to attract more people. ( )

11 Graphs and charts are good tools to share data, especially numbers.

[الإسكندرية - المنتزه أول 2024] ( )

12 You can insert shapes in MS Word only. ( )

13 We use Movie Maker to make a film from a selection of still images.

[الإسكندرية - وسط 2024] ( )

14 Respect others' intellectual property when using their material. ( )

3 Complete the missing parts using the words between the brackets:

(WordArt – colors – Movie Maker – Graphs – audio)

1 You can add .... to enhance text or image in PowerPoint.

2 .... program is used to make a film from a selection of still images. [الإسكندرية - العجمي 2024]

3 In your presentation, you can insert .... to increase the impact of your text. [القاهرة - الشرابية 2024]

4 .... are good tools to share data, especially numbers.

5 You can use one or two .... to emphasize a specific text.

Play with PONY



Help the Robot visit his friend.
Draw a line from the
blue star to the green star:



Charts
Video clips ★

Bold text
Different background
Edit movie
Shapes
Photographs

Formatting tools

Graphs
Create spreadsheet
WordArt
Audio

Charts
Add up numbers
Drawing
Create websites

Graphs



Colors

Test Yourself on Lessons 5&6

1 Choose the correct answer:

1. Information can be collected using .... [مدينة نصر - شرق 2024]
   a. Photoshop b. Excel c. Paint d. none of them
2. An effective presentation is just like a .... [القاهرة الجديدة 2024]
   a. TV show b. story c. movie d. all of them
3. .... is the program used to handle numeric data.
   a. PowerPoint b. Excel c. Paint d. Word
4. The result of the equation (= A3 + B3) will be .... in case of A3 = 5, B3 = 3. [القليوبية 2024]
   a. 2 b. 8 c. 15 d. 2.5
5. .... is used to add cell values automatically in Excel.
   a. Auto Add b. Auto Cell c. AutoSum d. a and b

2 Put (✓) or (✗):

1. We use AutoSum to automatically subtract numbers in Excel. ( ) [دمياط 2023]
2. To creat a formula in Excel, you should use "=". [الإسكندرية - شرق 2024] ( )
3. Movie Maker is used to create movies from a set of still images. ( ) [مدينة نصر - شرق 2024]
4. You can use a pen and paper to collect data. ( )
5. Graphs and charts are good ways to share data. ( ) [الإسكندرية - المنتزه ثانٍ 2024]

3 Complete the missing parts using the words between the brackets:

(WordArt – audio clips – Excel – PowerPoint – Movie Maker)

1. .... program is used to make slideshows. [الفيوم - إدارة شرق 2023]
2. .... program is used to create a graph.
3. A program used to make a film from a selection of still images is .... [الإسكندرية - الجمرك 2024]
4. You can add .... to the presentation.
5. You can also insert .... to make the text have even more impact. [الدقهلية 2024]

Lesson 7 Producing an Effective Presentation

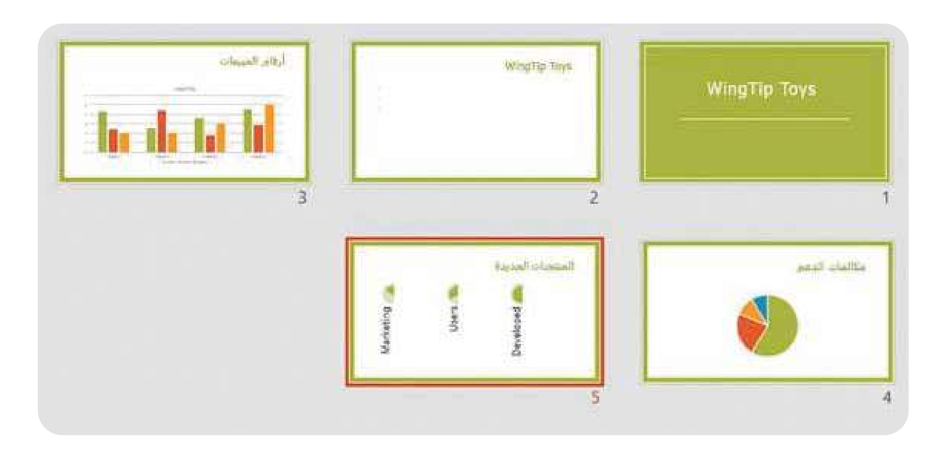
Storyboard
لوحة العمل

It is a chart that shows a sequence of content that forms a plan or outline of your presentation.

هي مخطط يُبيِّن تسلسل محتوى معين على شكل مخطط أو خطوط عريضة لعرضك التقديمي.

» Using Microsoft PowerPoint to make storyboards can be valuable to help in producing an effective presentation.

« يمكن استخدام برنامج العروض التقديمية PowerPoint لإعداد لوحات عمل لإنشاء عرض تقديمي فعَّال.



Importance of storyboard:

1. A storyboard helps you plan and organize your ideas in order.
2. A storyboard allows you to tell the story you want in a simple way.
3. A storyboard helps you give an organized and understandable presentation.
4. A storyboard allows you to **pre-visualize** the results of a presentation.

أهمية لوحة العمل:

1. تساعدك لوحة العمل على تخطيط وتنظيم أفكارك بتسلسل.
2. تسمح لك بسرد القصة التي تريدها بطريقة مبسطة.
3. تساعدك على تقديم عرض منظم ومفهوم.
4. تتيح لك لوحة العمل تصوُّر نتائج العرض مسبقًا.

Theme 4

- Make a very rough version of your presentation with a description of each slide.
- To see an overview of your presentation, go to: View ⟶ Slide Sorter

قم بإعداد مُسوَّدة لعرضك التقديمي، وأضف وصفًا لكل شريحة بعدها، يمكنك الحصول على لمحة عامة عن عرضك التقديمي عن طريق:

• انتقل إلى تبويب (العرض) ⟵ اختيار (فارز الشرائح)

The 10-20-30 Rule of Microsoft PowerPoint

- A PowerPoint presentation shouldn't present too much information.
- A presentation shouldn't take up too much time because then it will overwhelm the audience.
- The font size should be easy to read.

10 Up to 10 slides only

20 No longer than 20 minutes

30 Font no smaller than 30

قاعدة 10 – 20 – 30 في برنامج العروض التقديمية (PowerPoint):

- لا يجب أن يقدم العرض التقديمي كمية هائلة من المعلومات أو يستغرق الكثير من الوقت، فهذا قد يرهق الجمهور.
- يجب أن يكون حجم الخط سهل القراءة.

• عدد الشرائح 10 شرائح بحد أقصى. • مدة العرض لا تتجاوز 20 دقيقة. • حجم الخط لا يكون أصغر من 30.

NOTE:

- When you create your presentation, look at the 'Design' tab in PowerPoint, which offers alternatives to the normal black-and-white design of your presentation.

• أثناء إعداد عرضك التقديمي، يمكنك الاستعانة بعلامة التبويب «التصميم» التي تقدم خيارات بديلة للتصميم العادي بالأسود والأبيض.

أهم الكلمات والمصطلحات			
Storyboard	لوحة العمل	Outline	خطوط عريضة
Organize	ينظم	Sequence	تسلسل
Chart	مخطط	Pre-visualize	تصوُّر مسبق

Exercises on Lesson 7

1 Choose the correct answer:

1. .... allow(s) you to plan your ideas and pre-visualize the results of a presentation.
   a. WordArt b. Storyboards c. Storytelling d. b and c
2. .... allow(s) you to tell the story in a simple way. [الإسكندرية - وسط 2024]
   a. Word b. Storyboard c. Online libraries d. None of them
3. To make storyboards to help you produce an effective presentation, you can use .... [الإسكندرية - وسط 2023]
   a. PowerPoint b. Excel c. WordPress d. Facebook
4. The 10 - 20 - 30 rule is used in the .... program. [القاهرة - الزيتون 2024]
   a. Word b. Excel c. PowerPoint d. Paint
5. A presentation should not contain more than .... slides.
   a. 10 b. 20 c. 30 d.40
   [الإسكندرية - الجمرك 2024]
6. Storyboards allow you to ....
   a. plan your ideas b. make videos
   c. collect data d. make audio
7. To see an overview of your presentaion, click View, then ....
   a. Slide Sorter b. Design Tab c. Home Tab d. Slide Show
   [الإسكندرية - العجمي 2024]
8. The font used in a PowerPoint presentation should be no smaller than .... point size.
   a. 10 b. 20 c. 30 d. 40
9. It is better not to exceed the duration of presentation for .... minutes.
   a. 10 b. 20 c. 30 d. 40 [القليوبية 2024]
10. You can use the .... Tab in PowerPoint to offer alternatives to the normal black-and-white design of your presentation.
   a. Design b. View c. Insert d. Home

11 When creating a presentation, the font size should be ....

a. difficult to read b. easy to read c. very small d. none of them

[القاهرة - عين شمس 2024]

2 Put (✓) or (✗):

1 Excel is used to create presentations. [الجيزة - الهرم 2024] (   )

2 A storyboard allows you to tell the story you want in a difficult way. (   )

3 A storyboard helps you organize your ideas in sequence. [دمياط 2023] (   )

4 The 10 - 20 - 30 rule is used in Microsoft PowerPoint. (   )

[الدقهلية - بلقاس 2023]

5 Be sure the font size is easy to read in your presentation. (   )

[الجيزة - الهرم 2023]

6 A PowerPoint presentation should present too much information. (   )

[الإسكندرية - المنتزه ثانٍ 2024]

7 The number of slides in a presentation should be more than 10 slides. (   )

8 The font in a PowerPoint presentation should be no smaller than 30 point size. [الدقهلية - بلقاس 2023] (   )

9 You can use alternatives to the normal black-and-white design of your presentation. (   )

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 Storyboard	a. is a digital tool used to make a presentation.
2 View/Slide Sorter	b. shouldn't be smaller than 30-point size in a presentation.
3 Font size	c. allows you to see an overview of your presentation.
4 Design tab	d. offers alternatives to the normal black-and-white design of your presentation.
5 Microsoft PowerPoint	e. helps you organize your ideas in a presentation.

1 .... 2 .... 3 .... 4 .... 5 ....

Play with PONY

Who am I ?



- I am a chart that shows a sequence of content.
- I help you plan and organize your idea.
- I tell the story you want in a simple way.
- I help you give understandable presentations.
- I allow you to pre-visualize the results of a presentation.



Lesson 8 Web Design Principles

You can share your story in a variety of ways by:

- Using PowerPoint
- Creating a poster
- Posting it online as a web page

You can create a web page using:

- Website-building program 
- Microsoft Word 

• يمكنك مشاركة قصتك بطرق متنوعة، منها: استخدام برنامج العروض التقديمية PowerPoint، أو عن طريق إنشاء ملصق، أو من خلال نشرها على الإنترنت من خلال صفحة ويب.

• يمكنك إنشاء صفحة ويب من خلال برنامج بناء المواقع الإلكترونية، أو من خلال برنامج معالج الكلمات Word.

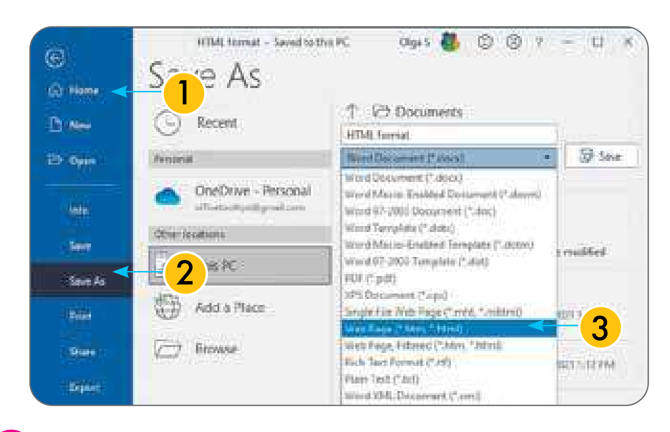
Using Microsoft Word to create your web page:

1 View ⟶ Web Layout



2 You can also save a file as a web page by choosing:

File ⟶ Save As ⟶ Web Page



يمكنك إنشاء صفحة الويب الخاصة بك عن طريق:

1 اختيار علامة تبويب «العرض»، ثم النقر على «تخطيط الويب».

2 يمكنك حفظ الملف كصفحة ويب من خلال:

File ⟶ Save As ⟶ Web Page

HTML (Hypertext Markup Language): It is the language that will be displayed on a web browser.

هي لغة ترميز النص التشعبي، أي: لغة الترميز التي ستعرض على متصفح الإنترنت.

The Web page Components مكونات صفحة الويب

1 Image الصورة

- Consider including a larger image that reflects the main message or provides information for your story.
- You may also include smaller images.

• فكِّر في تضمين صورة أكبر تعكس الرسالة الرئيسة أو تقدم معلومات لقصتك، يمكنك أيضًا استخدام صور أصغر.

2 Heading العنوان

- Your story should have a title or heading that catches your audience's attention.
- It should have a larger font size than the rest of the text so that it stands out.

• يجب أن يكون لقصتك عنوان يلفت انتباه جمهورك.
• يجب أن يُكتب العنوان بخط أكبر لتمييزه عن باقي النص.

3 Subheading العنوان الفرعي

- Subheadings break up the information.
- They allow your audience to see what a particular section of your story is about.
- Subheadings have a smaller font size than headings.

• تفصل العناوين الفرعية المعلومات.
• تُمكِّن الجمهور من معرفة الموضوع الذي يتناوله جزء معين من القصة.
• تُكتب العناوين الفرعية بخط أصغر من العناوين الرئيسة.

Theme 4

4 Main text النص الأساسي

- The main text will tell the story.
- The text size should be suitable and smaller than subheadings.
- The main text font size must be smaller, but it must still be clearly visible.
  - Consider the font size and color for each piece.
  - Use simple fonts so your message is not hard to read.

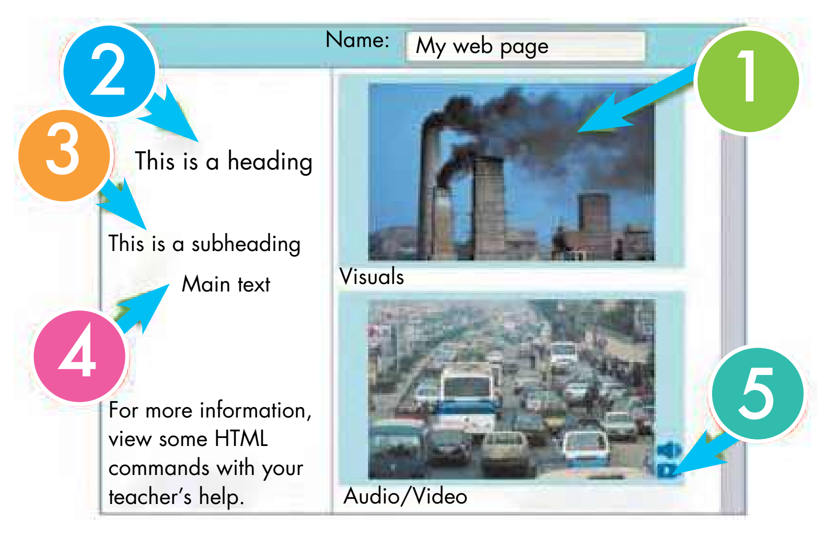
Heading > Subheading > Main text

- النص الذي يعرض القصة يجب أن يكون حجم الخط فيه مناسبًا، وأصغر من العناوين الفرعية.
- يجب أن يكون حجم خط النص الأساسي أصغر، ولكن يجب أن يبقى واضحًا.
- فكِّر في حجم الخط واللون اللذين ستعتمدهما لكل فقرة.
- استخدم الخطوط البسيطة لتظل رسالتك سهلة القراءة.

5 Audio and Video الصوت والفيديو

- PowerPoint and web pages can include audio and video.

- يمكن أن يتضمن PowerPoint وصفحات الويب الصوت والفيديو.



أهم الكلمات والمصطلحات			
Principles	مبادئ	Attention	انتباه
Subheading	العنوان الفرعي	Heading	العنوان
Successfully	بنجاح	Variety	متنوع
Suitable	مناسب		

Exercises on Lesson 8

1 Choose the correct answer:

1. You can use Microsoft Word to create .... [البحيرة - دمنهور 2023]
   a. reports b. web pages c. graphs d. a and b

2. .... is the language that will be displayed on a web browser.
   a. MHLT b. HTML c. HLMT d. HMLT

[الإسكندرية - المنتزه أول 2024] [دمياط 2023]

3. To save your document as a web page, select Save As from .... menu.
   a. View b. File c. Design d. Home

[القاهرة - الزيتون 2024]

4. You can create your web page using ....
   a. WordPress b. MS Word c. HTML d. all of them

5. A web page can be opened using the .... program.
   a. Paint b. Browser c. Antivirus d. text editor

[الإسكندرية - المنتزه ثانٍ 2024]

6. HTML coding is used to build ....
   a. web pages b. emails c. Excel d. Paint

[أبناؤنا في الخارج 2023]

7. A web page's .... breaks up the information and allows your audience to see what a particular section of your story is about.
   a. heading b. subheading c. main text d. link

8. Subheadings have a font size .... the size of the main headings.
   a. bigger than b. smaller than
   c. the same as d. none of them

[الإسكندرية - المنتزه ثانٍ 2024]

9. It is recommended to use simple fonts so your message is .... to read.
   a. easy b. hard c. difficult d. a and b

10 Using a large image can .... information for your story. [القاهرة الجديدة 2024]
a. hide b. provide c. break up d. ignore

2 Put (✓) or (✗):

1 HLTM is the language that will be displayed on a web browser. ( )
[الإسكندرية - الجمرك 2024] [الدقهلية - بلقاس 2023]

2 We can use Paint program to create web pages. [القاهرة الجديدة 2024] ( )

3 Your story should not have a heading on your web page. ( )

4 Subheadings have a larger font size than headings. ( )

5 The font size of the main text should be smaller than the subheadings. ( )

6 Use simple fonts so your message is hard to read. ( )

7 Web pages can't include audio and video. ( )
[الإسكندرية - المنتزه أول 2023]

8 The size of text on web pages must be appropriate and smaller than subheadings. [الغربية - زفتى 2023] ( )

9 You can save a Word file as a web page. [الجيزة - 6 أكتوبر 2024] ( )

10 You can save a document as a web page from the Edit menu. ( )

11 Web pages just include large images. ( )

3 Complete the missing parts using the words between the brackets:

(Headings - font size - MS Word – HTML - color - Subheadings)

1 .... is the language that will be displayed on the web browser.
[الدقهلية - بلقاس 2024]

2 You can use .... to create a web page.

3 .... break up the information and allow the audience to see what a section of your story is about.

4 Consider .... and .... for each section of the web page.

5 Your story should have .... that catches your audience's attention.
[القاهرة - الشرابية 2024]





Help the Robot solve the maze:

MS Excel

MS Word

WordPress

MS PowerPoint

Paint

Test Yourself on Lessons 7&8

1 Choose the correct answer:

1. .... language is used to create websites. [القاهرة - الشروق 2024]
   a. WordPress b. Google c. Website d. HTML
2. To see an overview of your presentation, click on View, then click ....
   a. Normal b. Slide Show
   c. Slide Sorter d. Read more [القاهرة - الزيتون 2024]
3. The text size of titles or headings should be .... subheadings.
   a. similar to b. equal to c. smaller than d. larger than
   [أبناؤنا في الخارج 2023]
4. A storyboard helps you make a presentation ....
   a. unorganized b. organized
   c. non understandable d. confusing [الإسكندرية - المنتزه ثانٍ 2024]
5. Subheadings have a .... font size than heading. [القليوبية 2024]
   a. bigger b. smaller c. larger d. the same

2 Put (✓) or (✗):

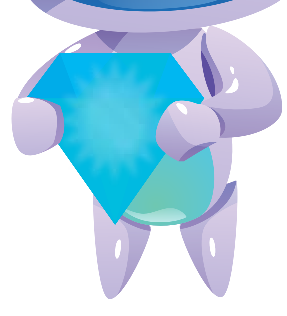
1. HTML is a program for creating presentations. [مدينة نصر - شرق 2024] (   )
2. PowerPoint and web pages can include video clips. (   )
3. A PowerPoint presentation shouldn't present too much information. (   )
   [الجيزة - 6 أكتوبر 2024]
4. To save a file as a web page, from "File" menu, select "Open". (   )
   [دمياط 2023]
5. The time of your presentation shouldn't be longer than 20 minutes. (   )

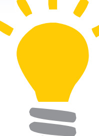
3 Complete the missing parts using the words between the brackets:

(10 - overwhelm - PowerPoint - File -30)

1. The 10-20-30 rule is applied in ....program.
2. To save a document as a web page, choose 'Save As' from .... menu.
3. The font size in PowerPoint presentation should be no smaller than ....
4. Taking too much time in a presentation will .... the audience.
   [القاهرة - الشرابية 2024]
5. The presentation must not contain more than .... slides.

Play with PONY





Answer the (true) or (false) questions.

1. When you finish all the questions in a column, cross out the matching color letter from 'PONY.'
2. After completing <u>all columns</u>, say 'PONY' and raise your hand.

			Y
Computers use the binary system to store data. ( )	Subheadings are larger than headings. ( )	The 10-20-30 Rule is applied in MS Word. ( )	Digital books are examples of online sources. ( )
MS Word is used to create a formula. ( )	The Task Manager helps you shut down programs. ( )	MS Word doesn't allow multi-user editing. ( )	Assigning roles is essential before starting a project. ( )
You can add video clips to presentations. ( )	Presentations should have no more than 20 slides. ( )	WordArt adds emphasis to text in PowerPoint. ( )	HTML is displayed on Google Chrome. ( )

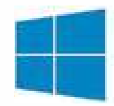
Lesson 1

- Dr. Diego Ponce de Leon holds a PhD from the Energy and Resources Group, University of California.
- He uses technology to construct data infrastructure and systems related to renewable energy.
- He collects data on power grids in order to improve the power system and reduce energy waste.
- Recently, the world has made a lot of progress in transitioning from fossil fuels to renewable energy sources like wind and solar energy.
- Fossil fuels are derived from:

  1. Coal 2. Natural gas 3. Oil
- Dr. Ponce connects all the refrigerators and air conditioners together with a thermostat.
- He used sensors to monitor the appliances.
- He programs a computer called "Raspberry Pi 2B" to monitor and control them.
- Dr. Ponce de Leon was able to balance the power grid by moving and storing the electricity from one place to another.
  - **Thermostat:** It is a switch that measures the temperature in air conditioners and refrigerators.
  - **Sensors:** They are devices that communicate information back to a computer.
  - **Raspberry Pi 2B:** A simple, small, and inexpensive computer that is used in the processing and storage of data as well as running software.
- In Egypt, a similar system is being used to improve the irrigation systems.



- Most software programs are downloaded from the internet, such as Microsoft Office and Google Chrome.
- To install a program on Windows PC: Download the program online, click file in Downloads folder, then follow the instructions to complete installation.
- To install an app on Android: Find the app on (Google Play Store), then click Install.
- Updates help programs to run more efficiently.
- Many programs install the necessary updates automatically.
- Some major updates require a restart.
- Update in Windows:



Start button → Settings → Update and Security → Windows Update

- Update in Android: System → System Update



Binary Numbers System

- To solve screen freezes problem:
  - In Windows: Press Ctrl + Alt + Del
  - In Android: Press the power button for 30 seconds and restart.
- Computers use binary for efficient data storage.
- Binary numbers are a language understood by computers.
- The binary system uses 1 and 0 (1 is on, 0 is off).

Lesson 3

Decimal Number (Base ten system)

- It is represented by two numbers:

1s and 0s → they are also called   or  

- It is used to send, receive, and store information on digital electronic devices, such as computers, phones, and calculators.

Decimal Number (Base ten system)

- Humans use the decimal system to communicate using numbers.
- The decimal system has ten unique numerals (0-9).

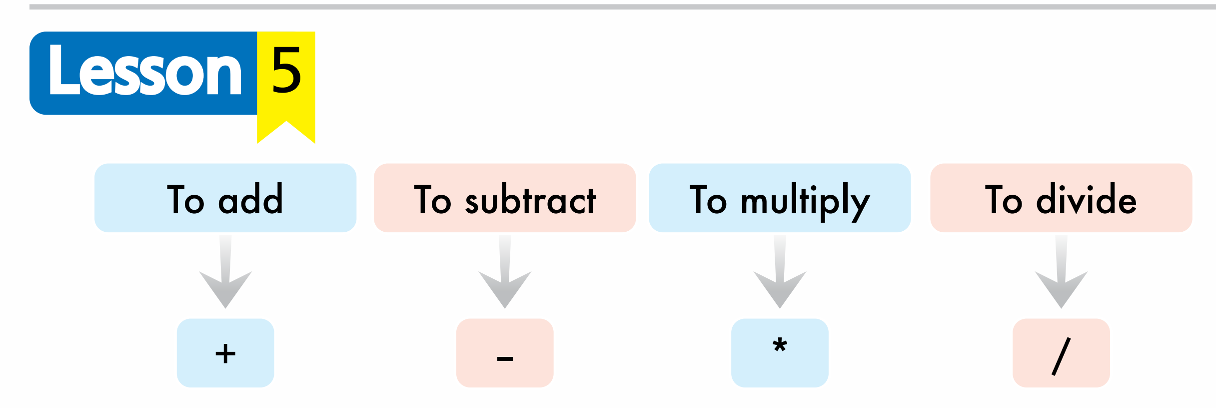


- Before starting your project, discuss it in groups:

  1. The final product
  2. The tools needed
  3. Assigning roles

- Microsoft Word is an efficient program to use when working on projects.
- You can set up a Word document to be edited by numerous users in different locations.
- Microsoft Paint can be used to save the images you create and insert them into your document.
- Use emails to send your work to other group members or to your teacher.

Lesson 5



1. Add up numbers:

   Home Tab ⟶ AutoSum ⟶ Enter

2. Add **titles** to a graph/chart

   Toolbar ⟶ Chart Design ⟶ Add Chart Element

③ Choose the color of a graph/chart:

Toolbar ⟶ Chart Design ⟶ Format

④ Choose the type of a graph/chart: Toolbar

Toolbar ⟶ Chart Design ⟶ Change Chart Type

⑤ Choose the layout of a graph/chart:

Toolbar ⟶ Chart Design ⟶ Quick Layout

Digital information-handling skills

- Research information
- Collect information
- Classify information
- Process information



- To research, first, define a research question. Then, use the internet or offline sources.
- You can collect data using Word or Excel (for numeric data), and pen and paper.
- Excel graphs are one example of how you can classify and provide a visual representation of data.
- Once you have researched, collected, and classified your information, you want to process it to get results.

Lesson 6



- Use one or two colors, or bold a text to emphasize specific information.
- Use WordArt to make text have more impact
- In PowerPoint, you can use different background colors.
- Also you can insert photographs, shapes, charts, audio, and video
- You can use Movie Maker to make a film from a selection of still images.

Lesson 7

» **Storyboard:** It is a chart that shows a sequence of content that forms a plan or outline of your presentation

» **Storyboard helps you to:**

1. organize and plan your ideas
2. pre-visualize the results of a presentation

» To see an overview of your presentation, go to View → Slide Sorter

The 10-20-30 Rule of Microsoft PowerPoint

- **10:** Number of slides up to ten
- **20:** The time of presentation no longer than 20 minutes
- **30:** The font size no smaller than 30



Lesson 8

Creating a Web Page

» **You can create your story through:**

1. Website-building program 
2. Microsoft Word 

» **In MS Word, to save a file as a web page:**

File → Save As → Web Page

» **HTML (Hypertext Markup Language):** It is the language that will be displayed on a web browser.

» Headings should have a larger font size than the rest of the text.

» Subheadings break up the information, they have a smaller font size than headings.

» Text size should be suitable and smaller than subheadings.

» Use simple fonts so your message is not hard to read.

» PowerPoint and web pages can include audio and video.



1 Choose the correct answer:

1. To add titles or labels of a graph, you can choose .... from the toolbar.
   a. Add Chart Element b. Format
   c. Change Chart Type d. Quick Layout
2. The .... is used for sending and receiving messages. [القاهرة - الزيتون 2024]
   a. Paint brush b. email c. Excel d. PowerPoint
3. Dr. Ponce de Leon used .... to monitor the appliances.
   a. sensors b. thermostats c. Bluetooth d. a and b
4. If you don't use official stores, only download software from .... sources. [دمياط 2024]
   a. reliable b. unreliable c. harmful d. dangerous
5. The .... system is called the base-two system.
   a. binary numbers b. decimal c. octal d. HTML
6. In Excel, ... is the correct formula for adding content of A2, C3 cells. [القاهرة - الزيتون 2024]
   a. = A2 / C3 b. = A2 + C3 c. = A2 = C3 d. = A2 * C3
7. The font used in a PowerPoint presentation should not be smaller than .... point size.
   a. 10 b. 20 c. 30 d. 80
8. Most software programs, like Microsoft Office versions and Google Chrome, are downloaded from the .... [الجيزة - الهرم 2024]
   a. search b. internet c. program d. cloud storage

2 Put (✓) or (✗):

1. Microsoft Word is used to create spreadsheets. [الإسكندرية - المنتزه ثانٍ 2024] (   )
2. You should process the collected data to get results and share them with others. (   )
3. Paint program is used to check for spelling and grammar. [السويس 2024] (   )

4 The intellectual property rights of others are not important when using their photos or videos. ( )

5 The 10-20-30 rule is used in MS Excel. ( )

6 You can insert audio to enhance the text in your slideshow. ( )

7 You can save a web page from the Edit menu. ( )

Model Exam 2

1 Choose the correct answer:

1 The use of technology to collect data is crucial in .... for the future.
a. saving b. planning c. searching d. printing

[الإسكندرية - المنتزه أول 2024]

2 Go to View, then .... to see an overview of your presentation.
a. Slide Master b. Slide Sorter c. Slide Page d. Slide Title

3 The web page heading should have a .... font size than the rest of the text.
a. smaller b. larger c. normal d. smarter

4 When creating a presentation, the font size should be ....
a. difficult to read b. very small c. easy to read d. boring

[مدينة نصر - شرق 2024]

5 In Excel program, the formula (= A3 / B5) is used in the .... operation.
a. addition b. multiplication c. comparison d. division

[القاهرة - الشروق 2024]

6 Subheadings have a .... font size than headings on web pages.
a. smaller b. larger c. normal d. equal

7 You can use .... program to make a film from a selection of images.
a. Movie Maker b. Excel c. Word d. Paint

8 .... is used to send your work to other group members.
a. Microsoft Word b. Email
c. Microsoft Paint d. Google Drive [الإسكندرية - العجمي 2024]

2 Put (✓) or (✗):

1. You can insert audio to enhance the text in your slideshow. ( )
2. A PowerPoint presentation should present too much information. ( )
3. Subheadings have a larger font size than headings on web pages. ( )
4. Microsoft Paint is used for writing and formatting text. ( )

[الجيزة - بولاق الدكرور 2024]

5. There is just one way to produce energy. ( )
6. Updates help programs to run more efficiently. [السويس 2024] ( )
7. Word program is used to create websites. [السويس 2024] ( )

Model Exam 3

1 Choose the correct answer:

1. 🔒 .... measures the temperature in air conditioners and refrigerators.
   a. A thermostat b. Windows system c. Hard disk d. HDMI

[الأزهر الشريف 2023]

2. You can use Ctrl+Alt+Del to solve the problem of screen freezes in .... [الجيزة - الدقي 2024]
   a. iPhone b. Android c. Windows PC d. a tablet
3. When creating a presentation, the font size should be ....
   a. difficult to read b. very small
   c. easy to read d. boring [مدينة نصر - شرق 2024]
4. .... are considered good ways to share data especially numbers.
   a. Graphs b. Charts c. Texts d. a and b
5. To send your work to other group members or to your teachers, use .... [مصر القديمة 2024]
   a. Microsoft Word b. Paint c. email d. Excel
6. 🔒 Humans use the .... system to communicate using numbers.
   a. binary numbers b. decimal c. octal d. operating
7. You can use .... to create a presentation. [القاهرة - عين شمس 2024]
   a. PowerPoint b. Word c. Excel d. Paint

8 When downloading files from the internet you will find it in ....
a. Recycle bin
b. Download folders
c. Trash windows
d. the browser's cache

[الجيزة - العمرانية 2024]

2 Put (✓) or (✗):

1 Web pages can include audios and videos. ( )
2 A thermostat is a device that communicates information back to a computer. ( )
3 "Screen freezes" is one of the common problems when using PC. ( )
4 The binary numbers system has just two numbers (1&2). ( )
5 We use Word to make reports. [الإسكندرية - وسط 2024] ( )
6 You can use more colors on your web page to catch the viewer's eye. ( )
7 A storyboard in MS PowerPoint helps you organize your ideas. ( )

Model Exam 4

1 Choose the correct answer:

1 A program that allows users to edit and modify documents through online editing feature is .... [الإسكندرية - الجمرك 2024]
a. PowerPoint
b. Paint
c. Word
d. Google

2 The presentation must not contain more than .... slides. [الغردقة 2024]
a. 10
b. 20
c. 30
d. 40

3 .... is the program that is used to handle the numeric data.
a. Word
b. Excel
c. PowerPoint
d. Paint

4 To add titles or labels of a graph, you can choose .... from the Toolbar.
a. Add Chart Element
b. Format
c. Change Chart Type
d. a and b

5 When your presentation is taking shape, look at the .... tab.
a. Home
b. Design
c. Review
d. Layout

[القاهرة الجديدة 2024]

6 Microsoft .... is used for editing graphics and images.
a. Skype b. Word c. Excel d. Paint

[أبناؤنا في الخارج 2023]

7 Computers are simple and efficient with on/off states like a ....
a. light switch b. sensor c. TV d. thermostat

8 You can use Ctrl+Alt+Del to solve the problem of screen freezes in ....
a. Windowns b. iPhone c. Windows PC d. b and c

[أسيوط 2024]

2 Put (✓) or (✗):

1. Dr. Diego used technology to reduce energy waste. ( )
2. Web pages just include large images. ( )
3. Excel program is used to create presentations. [الجيزة - الهرم 2024] ( )
4. Computers understand information represented by on/off. ( )
5. You cannot use alternatives to the normal black-and-white design of your presentation. ( )
6. You can use Excel to send your work to other group members or to your teacher. [أسيوط 2024] ( )
7. You can not insert an image into a Word document. ( )

Model Exam 5

1 Choose the correct answer:

1 When creating a new email, you can attach ....
a. text file b. image file c. video file d. all of them

[القاهرة الجديدة 2024]

2 .... allow(s) you to plan your ideas and pre-visualize the results of a presentation.
a. WordArt b. Storyboards c. Storytelling d. Visual effects

3 To turn your device off, press and hold down the .... button.

a. power b. Esc c. enter d. space

4 A PowerPoint presentation shouldn't overwhelm the audience so it should take up time that is no longer than .... [القاهرة - الشروق 2024]

a. 30 slides
b. speed of the internet
c. 20 minutes
d. speed of the processor

5 In ...., you can use different slide background colors.

a. web browsers b. PowerPoint c. Excel d. Word

6 In MS PowerPoint, you can put an important text in .... font to make that text stand out.

a. bold b. normal c. small d. tiny

7 .... help programs to run more efficiently. [القاهرة الجديدة 2024]

a. Updates b. Installs c. Removes d. Scans

8 A web page's .... break(s) up information and allow your audience to see what a particular section of your story is about.

a. heading b. subheadings c. main text d. color

2 Put (✓) or (✗):

1 Microsoft Word is an efficient program to use when working on group projects. [الإسكندرية - المنتزه أول 2024] ( )

2 Digital books found on your device require internet connection to be able to use them. ( )

3 You can use Microsoft Word to make a film from a selection of still images. [القليوبية 2024] ( )

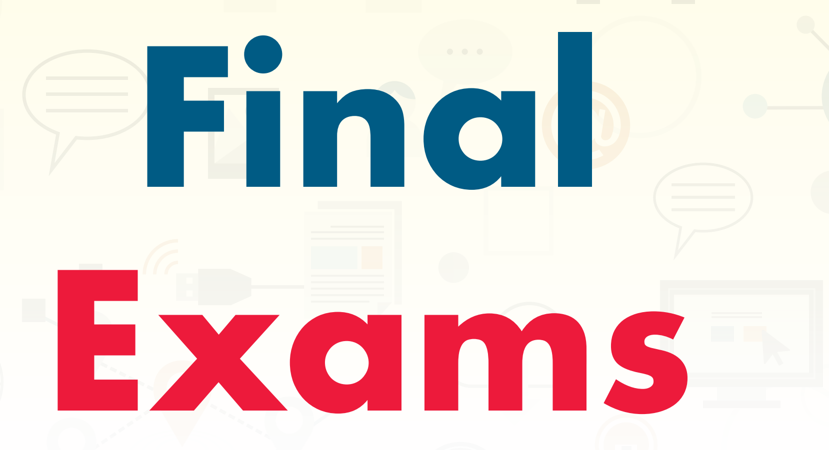
4 🔒 The number 7 in the decimal numbers system is equivalent to (1 1 1) in the binary system. ( )

5 Identifying personal characteristics of team members can benefit the group. ( )

6 You cannot attach a document to your email. ( )

7 HTML is the language that will be displayed on a web browser. ( )

[الإسكندرية - العجمي 2024]


Final
Exams



1 محافظة القاهرة – ادارة القاهرة الجديدة 2024

1 Choose the correct answer:

1 The .... content have specialized search engines.
a. Contact link b. About link c. a and b d. none of them

2 .... is a web browser that comes with Microsoft Windows.
a. Microsoft Word b. Microsoft Edge c. a and b d. None of them

3 Asynchronous communication tools include ....
a. live television shows b. email
c. instant chat rooms d. all of them

4 .... help programs to run more efficiently.
a. Installs b. Updates c. Removes d. Scans

5 When creating new email, you can attach ....
a. text file b. image file c. video file d. all of them

6 An effective presentation is just like ....
a. TV show b. story c. movie d. all of them

7 When your presentation is taking shape, look at the .... tab
a. Home b. Design c. Review d. Layout

8 Using a large image can .... information for your story.
a. hide. b. provide c. breakup d. ignore

2 Put (✓) or (✗):

1 It is your responsibility to respect the privacy of others. ( )

2 Amazon is an example of a commercial website. ( )

3 Within each collection we can add entire web pages. ( )

4 All online information is trusted. ( )

5 Computers use binary to store data more efficiently. ( )

6 Information can be collected using Photoshop. ( )

7 We can use Paint program to create webpages. ( )

2 محافظة القاهرة – إدارة مصر القديمة 2024

1 Choose the correct answer:

1. Digital citizenship is divided into ....
   a. rights b. Rresponsibilities c. a and b d. none of them
2. .... is example of reliable online libraries.
   a. Alexandria Digital Library b. The Egyptian Knowledge Bank
   c. a and b d. none of them
3. .... is an example of a commercial website.
   a. EKB b. Amazon c. a and b d. none of them
4. Microsoft Edge can help you ....
   a. browse b. search c. stream d. All of them
5. Google Maps is considered ....
   a. accurate b. regularly updated online
   c. a and b d. none of them
6. Most software programs, like .... are download from the internet.
   a. MS Office b. Google Chrome c. a and b d. none of them
7. To turn your device off, hold down the .... button.
   a. power b. Esc c. enter d. space
8. To send your work to other group members or to your teachers. Use ....
   a. Microsoft Word b. Paint c. email d. Excel
9. .... program is used to make slideshows.
   a. MS Word b. MS Excel c. MS PowerPoint d. Paint
10. .... program is used to create tables and graphs.
    a. MS Word b. MS Excel c. MS PowerPoint d. WhatsApp

2 Put (✓) or (✗):

1. Synchronous communication is real-time communication between people. ( )
2. The information you share is not required to be clear to other. ( )
3. Websites can use information about the sites you visit. ( )
4. The binary system uses the values 1 and 2. ( )
5. You can't attach a document to your email. ( )

3 محافظة القاهرة – إدارة مدينة نصر شرق 2024

1 Put (✓) or (✗):

1. The Alexandria Digital Library is considered one of the unreliable online resources. ( )
2. Online maps can provide clear and accurate directions to the required places. ( )
3. Asynchronous communication is real-time communication between people. ( )
4. Movie Maker is used to create movies from a set of still images. ( )
5. HTML is a program for creating presentations. ( )
6. In the Windows operating system, some major updates require a restart. ( )
7. You have the right to respect others' privacy. ( )
8. The purpose of commercial websites is to sell products or services. ( )

2 Choose the correct answer:

1. .... is from the rights of digital citizenship.
   a. Privacy b. Protection from piracy
   c. Ability to engage with others online d. All of them
2. .... is an example of a commercial website.
   a. EKB b. Amazon
   c. Alexandria Digital Library d. PowerPoint
3. .... is a web browser that comes with Microsoft Windows.
   a. Microsoft Word b. Microsoft Edge c. PowerPoint d. All of them
4. When downloading a file from the internet, you will find it in the ....
   a. Recycle bin b. Pictures folder
   c. Trash window d. Downloads folder
5. .... is a program to use when working on projects used for writing and formatting texts.
   a. Word b. Excel c. PowerPoint d. Paint
6. Information can be collected using ....
   a. Photoshop b. Excel c. Paint d. none of them
7. When creating a presentation, the font size should be ....
   a. difficult to read b. very small c. easy to read d. boring

4 محافظة القاهرة – إدارة عين شمس 2024

1 Put (✓) or (✗):

1. You should spread false information. ( )
2. You can't download files from the EKB to your device. ( )
3. You can use email to send your homework to your teacher. ( )
4. Google Maps is considered accurate and regularly updated. ( )
5. Use Microsoft Editor to check for spelling and grammar. ( )

2 Choose the correct answer:

1. Many programs install necessary updates ....
   a. manually b. automatically c. directions d. none of them
2. Online maps can provide clear and accurate ....
   a. engines b. schools c. directions d. none of them
3. Digital citizenship have rights, such as ....
   a. privacy b. location c. keyboard d. none of them
4. .... program used to write document
   a. Paint b. Word c. Mouse d. None of them
5. The Egyptian Knowledge Bank is .... online library.
   a. reliable b. not reliable c. not accurate d. none of them
6. The .... program is used to create websites.
   a. Photoshop b. keyboard c. WordPress d. none of them
7. You can use .... sign to add the values of cells in Excel.
   a. + b. = c. or d. /
8. .... is an example of a commercial website
   a. EKB b. Amazon c. Word d. None of them
9. One of the asynchronous communication digital tools is ....
   a. video chats b. chat rooms c. recorded videos d. none of them
10. When creating a presentation, the font size should be ....
    a. difficult to read b. easy to read c. very small d. none of them

5 محافظة القاهرة – إدارة الزيتون 2024

1 Put (✓) or (✗):

1. From the social responsibilities, respect the privacy of others. ( )
2. The Egyptian Knowledge Bank offers content suitable for all ages. ( )
3. The purpose of non-commercial websites is to sell products or services. ( )
4. Microsoft Edge can only help you to browse. ( )
5. Search engines, such as Google or Bing are very useful. ( )
6. Asynchronous communication includes digital tools such as video chats. ( )
7. Most software programs are downloaded from the internet. ( )

2 Choose the correct answer:

1. The .... is used for sending and receiving messages
   a. Paint brush b. email c. Excel d. PowerPoint
2. In Excel .... is the correct formula for adding content of A2, C3 cells.
   a. =A2 / C3 b. =A2+C3 c. =A2=C3 d. =A2 * C3
3. In PowerPoint you can add .... to a slide.
   a. sound b. shapes c. videos d. all of them
4. To save your document as a webpage select Save as- from .... menu.
   a. View b. File c. Design d. Home
5. .... is example of non-commercial websites
   a. Amazon b. The Egyptian Knowledge Bank (EKB) c. a and b
   d. none of them
6. .... are a way you can get information about a product
   a. Reviews b. Advertisements c. a and b d. None of them
7. The 10-20-30 rule is used in .... program
   a. PowerPoint b. Outlook c. Paint brush d. Excel
8. To see overview of your presentation click on view then click ....
   a. Normal b. Slide show c. Slide sorter d. Read mode

6 محافظة القاهرة – إدارة الشروق 2024

1 Put (✓) or (✗):

1. You do not have the right to use the internet when you need it. ( )
2. Helpful websites contain icons that can be clicked to reach other web pages. ( )
3. One of the purposes of a commercial website is to raise awareness on an issue. ( )
4. If a site is spreading false or harmful information, stop visiting that site. ( )
5. Pressing and holding down the power button for several seconds is one of the troubleshooting steps for screen freezes. ( )
6. You can research a topic without using the internet. ( )
7. Google Maps provides clear directions to the required places. ( )

2 Choose the correct answer:

1. .... is the web browser that comes with Microsoft windows.
   a. Online Maps b. Microsoft Word
   c. Microsoft Excel d. Microsoft Edge
2. .... language is used to create websites.
   a. WordPress b. Google c. Website d. HTML
3. You can insert .... to make text have even more impact.
   a. Save b. Word Art c. Paint Art d. Art
4. .... is/are one of the digital tools you need to create a digital project.
   a. Speed b. Co-operative
   c. The Paint program d. All the previous
5. When you are communicating online, you should be ....
   a. fast b. helpful
   c. digitally d. all the previous
6. .... program is used to create document.
   a. Website b. Excel c. Word d. Movie Maker
7. In Excel program, the formula (= A3 / B5) is used in .... operation.
   a. addition b. multiplication c. comparison d. division
8. A PowerPoint presentation shouldn't overwhelm the audience so it should take up time that is no longer than ....
   a. 30 slides b. the speed of the internet
   c. 20 minutes d. the speed of the processor

7 محافظة القاهرة – إدارةعين شمس 2024

1 Put (✓) or (✗):

1. Icons can be clicked to reach other sections or webpages. ( )
2. Amazon is an example of a non-commercial website. ( )
3. Protection from piracy is one of the rights of digital citizens. ( )
4. The Alexandria Library and the EKB are online libraries that have secure information. ( )
5. Synchronous communication is communication that does not occur in real time. ( )
6. Updates can't help programs to run more efficiently. ( )
7. Microsoft Editor is used to check for spelling and grammar. ( )

2 Choose the correct answer:

1. We use Software programs like .... that is used to create websites.
   a. WordPress b. Paint c. Excel d. PowerPoint
2. Egyptian Knowledge Bank is an example of a .... website.
   a. non-commercial b. commercial c. difficult d. funny
3. Synchronous communication tools include..................
   a. email b. Word c. video chat d. mouse
4. .... is the web browser that comes with Microsoft windows.
   a. Excel b. Paint c. Word d.MicrosoftEdge
5. Use .... to send your work to other group members or to your teacher.
   a. email b. Paint c. Excel d. Word
6. .... can provide clear and accurate directions such as Google Maps.
   a. WhatsApp b. Online libraries c. Online maps d. EKB
7. You can use .... to create a presentation.
   a. PowerPoint b. Word c. Excel d. Paint
8. You can put important text in .... font to make key information stand out.
   a. bold b. save c. hold d. file

8 محافظة القاهرة – إدارة الشرابية 2024

1 Choose the correct answer:

1. Software programs like .... are used to create websites.
   a. Word Press b. PowerPoint c. About link d. all of them
2. In .... you can also export each collection to other apps, such as Excel and Word.
   a. Google Chrome b. Microsoft Edge c. Internet Explorer d. All of them
3. All of the following are digital citizenship rights, except ....
   a. privacy b. respect others' privacy
   c. ability to engage with others online d. protection from piracy
4. To add numbers you must first ....
   a. select all cells that contain numbers b. select the first cell containing numbers
   c. select the last cell containing numbers d. none of them
5. We add .... to enhance the text, provided that it is related to the displayed data and is not distracting.
   a. graphics b. audio c. charts d. text

2 Complete the following sentences:

(headings - Word - Meta information - WordArt - misleading)

1. In your presentation, you can insert .... to increase the impact of your text.
2. .... allow to read more about the site before clicking on the link.
3. Your story should have .... that catches your audience's attention.
4. .... is an efficient program to use when working on projects and it's used for writing and formatting texts.
5. Some reviews may be .... Therefore, a comment that overly positivity or negativity should not be trusted.

3 Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1 The presence of .... inside the site is one of the most important features of useful websites.	a. overwhelm
2 .... is a chart that shows a sequence of content that forms a plan or outline of your presentation.	b. real-time
3 Taking too much time in presentation will .... the audience.	c. search engine
4 Before starting your project, you should .... based on the strengths and interests of each individual in the group.	d. Storyboard
5 Synchronous communication is .... communication between people.	e- assigning roles

9 محافظة الجيزة – إدارة الهرم 2024

1 Put (✓) or (✗):

1. You can use the internet to help others via social media. (   )
2. EKB offers content suitable for all ages. (   )
3. Websites can't use information about the sites you visit. (   )
4. To add the values of the cells, use the "+" sign. (   )
5. Excel program is used to create presentations. (   )
6. You cannot attach files to your message when creating new email. (   )
7. You can't add shapes to slides in the PowerPoint program. (   )
8. You can't add video to collection in Microsoft Edge. (   )

2 Choose the correct answer:

1. As a digital citizen, we have .... and responsibilities.
   a. tasks b. rights c. roles d. emotions
2. Most software programs, like Microsoft Office versions and Google Chrome, are downloaded from the ....
   a. search b. internet c. program d. cloud storage
3. You can use Ctrl + Alt + Del to solve the problem of screen freezes in ....
   a. Windows PC b. iPhone c. Android d. a smart watch
4. .... is/are example of online reliable sources.
   a. Alexandria Digital Library b. Books
   c. None of them d. Social media posts
5. The purpose of commercial websites is ....
   a. selling products or services b. watching films
   c. education d. artistic expression
6. You can use .... program to create tables and graphs.
   a. Excel b. Paint c. Zoom d. Notepad
7. Microsoft Word program is one of .... Apps.
   a. Microsoft Office 365 b. Microsoft Windows
   c. programming languages d. gaming platforms

10 محافظة الجيزة – إدارة الدقي2024

1 Put (✓) or (✗):

1. EKB offers materials that are subject to copyright. ( )
2. Downloading files from EKB to your device is not allowed. ( )
3. Google Chrome is one of the browsers that comes with Microsoft Windows. ( )
4. A PowerPoint presentation shouldn't present too much information. ( )
5. You can save a Word file as a web page. ( )

2 Choose the correct answer:

1. As a digital citizen, we have .... and responsibilities.
   a. Rights b. false c. nice d. emotions
2. One of the asynchronous communication digital tools is ....
   a. video chats b. recorded videos c. chat rooms d. phone calls
3. .... help(s) programs to run more efficiently.
   a. Updates b. Removes c. Shut down d. Restarts
4. You can use Ctrl+Alt+Del to solve the problem of screen freezes in ....
   a. iPhone b. android c. Windows PC d. a tablet
5. Computers use .... to store data more efficiently.
   a. binary system b. internet c. box d. keyboard

3 Complete from words in brackets:

(Movie Maker / responsibilities / EKB / Edit document / Excel graphs / online maps)

1. Respect other's privacy is one of your .... as a digital citizen.
2. .... is an example of a non-commercial websites.
3. You can use .... to display a street or an area map.
4. You can use .... to make a film from a selection of still images.
5. .... are one example of how you can classify and provide a visual representation of data drawn in the form of a graph.

11 محافظة الجيزة – إدارة ٦اكتوبر 2024

1 Choose the correct answer:

1. Respecting others' privacy is one of your .... as a digital citizen.
   a. rights b. responsibilities c. piracy d. privileges
2. .... is used to write document.
   a. Excel b. Paint c. Word d. Calculator
3. .... is a tool for editing and checking for spelling and grammar.
   a. Microsoft Editor b. Microsoft Edge c. Microsoft Word d. Image viewer
4. The Egyptian Knowledge Bank is .... website.
   a. not reliable b. reliable c. a social media site d. none of them
5. .... is a web browser that can help you to browse, search, stream and more.
   a. Microsoft Editor b. Microsoft Edge
   c. Microsoft Word d. A spreadsheet program

2 Put (✓) or (✗):

1. Asynchronous communication is real-time communication between people. ( )
2. We can buy products online from non-commercial websites. ( )
3. Piracy is one of your rights as a digital citizen. ( )
4. Many programs can be updated automatically. ( )
5. Be polite and respectful when communicating online with others. ( )

3 Complete using words in brackets:

(Google and Bing - Email - Google Maps - Amazon - Movie Maker)

1. .... is an example of asynchronous communication.
2. Search engines, such as .... are very useful to look for information.
3. .... provides clear and accurate direction to the required places.
4. .... is an example of a commercial website.
5. .... program is used to make a film from a selection of still images.

12 محافظة الجيزة – إدارة العمرانية 2024

1 Put (✓) or (✗):

1. Online libraries are helpful for searching images and videos. ( )
2. As a digital citizen we have rights and responsibilities. ( )
3. Use Microsoft Editor to check for spelling and grammar. ( )
4. You cannot view any museum digitally. ( )
5. You can use email to send your project to your teacher. ( )
6. Online maps can provide clear and accurate directions to the required places. ( )
7. You cannot download files from the EKB. ( )
8. Microsoft Word program is not one of Microsoft Office 365 apps. ( )

2 Choose the correct answer:

1. To solve the problem of screen freezes, you can use ....
   a. Ctrl +Alt+Del b. Tab- Alt
   c. all of them d. restarting the computer
2. The purpose of non-commercial website is ....
   a. selling products b. providing information
   c. otherwise d. making profit
3. .... is an example of commercial website.
   a. Amazon b. The EKB c. WhatsApp d. Wikipedia
4. When downloading files from the internet you will find it in the ....
   a. Recycle bin b. Downloads folders
   c. Trash window d. browser's cache
5. It is necessary to select .... to search online before starting it.
   a. WordArt b. keywords
   c. layout d. a specific website
6. The Alexandria Library and the Egyptian Knowledge Bank are examples of ....
   a. reliable online libraries b. commercial website
   c. none of them d. government archives
7. One of your rights as a digital citizen is protection from ....
   a. piracy b. sharing c. record d. expression

13 محافظة الإسكندرية - إدارة المنتزه أول 2024

1 Put (✓) or (✗):

1. Companies also use the internet to help others, by addressing environmental concerns. ( )
2. The website of Alexandria Digital Library from unreliable information websites. ( )
3. The purpose of commercial websites is to sell products or services. ( )
4. Asynchronous communication is real-time communication between people. ( )
5. Graphs and charts are a good way to share data, especially numbers. ( )
6. Microsoft Word is an efficient program to use when working on projects can group members work together. ( )
7. Microsoft Excel is used for gathering data and information. ( )
8. You can use the PowerPoint program to show information in an appealing way by adding audio to enhance the text. ( )

2 Choose the correct answer:

1. Use .... to define accurate places.
   a. Online museum b. Online libraries c. Google Maps d. A dictionary
2. A web browser that can help you to browse, search, stream and more, is ....
   a. Microsoft Editor b. Microsoft Edge
   c. Microsoft Word d. A social media platform
3. From specialized search engines ....
   a. Editor b. Bing c. Google Maps d. A file manager
4. You can use .... program to make a film from group of still images
   a. movie maker b. Microsoft word c. excel d. A word processor
5. The using of technology to collect data is crucial in .... for the future.
   a. saving b. planning c. searching d. printing
6. You can use .... to send a file to group members.
   a. E-mail b. Microsoft word c. paint d. A messaging app
7. It's a language that will be displayed on a web browser ....
   a. HTML b. PHP c. CSS d. Java

14 محافظة الإسكندرية - إدارة المنتزه ثان 2024

1 Put (✓) or (✗):

1. A PowerPoint presentation must present too much information. (   )
2. Microsoft Word is used to create spreadsheets. (   )
3. Use email to send your work to other group members or to your teacher. (   )
4. Asynchronous communication is useful when you don't need an answer right away. (   )
5. Graphs and charts are a good way to share data. (   )

2 Choose the correct answer:

1. In the binary number system in the computer, the number (0) means ....
   a. on b. off c. one d. none of them
2. The purpose of commercial websites is ....
   a. helping students b. awareness for customers only
   c. selling products d. providing news
3. A storyboard helps you make a presentation ....
   a. unorganized b. organized
   c. non understandable d. confusing
4. One of the online search sources is/are ....
   a. paper books b. digital libraries c. paper magazines d. a phone book
5. When you download the file from the internet, you will find it on the ....
   a. Recycle Bin b. Pictures folder c. Downloads folder d. desktop
6. A web page can be opened using the program ....
   a. Paint b. browser c. Antivirus d. a text editor
7. The Egyptian Knowledge Bank is an example of a .... website.
   a. non-commercial b. non-purposeful
   c. commercial d. social media site
8. Sub-headings have a font size .... the size of the main headings,
   a. bigger than b. smaller than c. none of the above d. the same as
9. Trouble shoot screen freezes in Windows PC: press on ....
   a. Alt + Ctrl b. Alt + Del c. Ctrl + Alt + Del d. Shift + Delete
10. Specialized search engines, such as .... are very useful.
    a. Bing b. Google c. Facebook d. both a and b

15 محافظة الإسكندرية – إدارة شرق 2024

1 Choose the correct answer:

1. .... is an example for a commercial website.
   a. Amazon b. Google Maps c. Bing d. Nothing
2. A digital citizenship contains rights, such as ....
   a. privacy b. respecting others c. being polite d. hacking
3. .... is used to create websites.
   a. Word b. WordPress c. Excel d. Movie Maker
4. Email is a (an) .... communication.
   a. synchronous b. asynchronous c. a and b d. none of them
5. .... is/are wonderful reference sites that allow you to view museums digitally
   a. EKB b. Online maps c. Online museums d. Online library
6. To solve the problem of the screen freezing in Windows, you can press ....
   a. Enter key b. power button for 30 s
   c. Ctrl + Alt + Del d. nothing
7. Alexandria Digital Library and Egyptian Knowledge Bank are .... websites.
   a. fake b. unreliable c. unsafe d. reliable

2 Put (✓) or (✗):

1. Helpful websites don't have search engines inside them. ( )
2. Microsoft Edge is a web browser that can help you browse and search. ( )
3. Sharing safely online is one of your responsibilities as a digital citizen. ( )
4. The purpose of non-commercial websites is to provide information. ( )
5. PowerPoint is used to make a storyboard to help produce an effective presentation. ( )
6. Synchronous communication occurs in real time between people. ( )
7. To create a formula in the Excel program, you should use "=" ( )
8. Meta information is displayed above link in the search engine results. ( )

16 محافظة الإسكندرية - إدارة وسط 2024

1 Put (✓) or (✗):

1. Updates help programs to run more efficiently. ( )
2. You can share any videos without checking their accuracy. ( )
3. We use Movie Maker to make a film from a selection of still images. ( )
4. You can use Microsoft Editor to check the spelling and grammar. ( )
5. Synchronous communication that does not occur in real time. ( )
6. You can add videos in your presentation. ( )
7. Non-commercial websites, their purpose is to sell products or services. ( )
8. We use Word to make reports. ( )

2 Choose the correct answer:

1. Explorer Ponce De Leon uses .... to collect data to plan.
   a. information b. planning c. technology d. none of them
2. You can use .... to send your work to other group members.
   a. email b. Google c. Paint d. none of them
3. .... can provide clear directions to the required places.
   a. Online maps b. Online libraries c. EKB d. None of them
4. To install a software in Android devices, go to ....
   a. Google Chrome b. Google Play Store c. Windows d. none of them
5. Examples of reliable online libraries ....
   a. Alexandria Digital Library b. the Egyptian Knowledge Bank
   c. all of them d. none of them
6. .... Allow you to tell the story in a simple way.
   a. Word b. Storyboard c. Online libraries d. None of them
7. Sites that allow you to view museums digitally are ....
   a. emails b. the EKB c. online museums d. none of them

17 محافظة الإسكندرية – إدارة الجمرك 2024

1 Put (✓) or (✗):

1. The Egyptian Knowledge Bank provides suitable content for all ages. ( )
2. Microsoft Edge is a browser that can help you in browsing and searching. ( )
3. Amazon is a non-commercial website. ( )
4. Synchronous communication is real-time communication between people. ( )
5. HTML is the language that will be displayed on a web browser. ( )

2 Choose the correct answer:

1. Clear and update directions to desired locations online are provided by ....
   a. online libraries b. online maps c. online museums d. None of them
2. One of the asynchronous communication tools is ....
   a. email messages b. live TV show
   c. chatting d. video conferencing
3. To solve the problem of screen freeze on Android devices, press ....
   a. Ctrl+Alt b. power button for 30 seconds
   c. Del+Alt+Ctrl d. none of them
4. A program that allows users to edit and modify documents through online editing feature is ....
   a. PowerPoint b. Paint c. Word d. Google sheets
5. A presentation should not contain more than .... slides.
   a. 10 b. 20 c. 30 d. 40

3 Complete by choosing the appropriate word from within the parentheses:

(Wordpress - Privacy - Binary Numbers - Moviemaker - Power point)

1. The language understood by computer devices is called ....
2. One of Your rights as a digital citizen is ....
3. A program used to create websites is ....
4. A program used to create a presentation is ....
5. A program used to make a film from a selection of still images is ....

18 محافظة الإسكندرية – إدارة العجمي 2024

1 Put (✓) or (✗):

1. Amazon is an example of a commercial website. ( )
2. You can use the internet to help others through social media. ( )
3. You have the right to respect various sources. ( )
4. HTML is the language that will be displayed on a web browser. ( )
5. Online libraries are helpful for searching different media, such as images and videos. ( )

2 Choose the correct answer:

1. .... Use to send your work to other group members.
   a. Microsoft word b. Email c. Microsoft paint d. Google Drive
2. You can use .... to check for spelling and grammar errors.
   a. Microsoft Editor b. Microsoft Excel
   c. Microsoft Windows d. none of them
3. Asynchronous communication tools include ....
   a. video chat b. recorded videos
   c. instant chat room d. online meeting
4. To see an overview of your presentation, click in view then ....
   a. slide sorter b. Design Tab c. Home Tab d. Slide Show
5. For collecting data you can use ....
   a. Word b. pen and paper c. paint d. both a and b

3 Complete the following sentences from those between brackets:

(Online maps - Microsoft Edge - WordPress - Movie Maker - Ctrl+Alt+Del)

1. Software programs like .... are used to create websites.
2. .... is a web browser that comes with Microsoft Windows.
3. .... provide clear and accurate directions to the required places.
4. .... program used to make a film from a selection of still images.
5. .... used to solve the problem of screen freeze in windows.

19 محافظة الدقهلية- إدارة بلقاس2024

1 Choose words from the word list to fill in the blanks:

(Windows – Movie maker – directions – CSR – HTML)

1. Microsoft Edge is web browser that comes with ....
2. You can use .... to create film from a selection of still images.
3. .... is the language that will be displayed on web browser.
4. .... is abbreviation of Corporate Social Responsibility.

Online maps can provide clear and accurate ....

2 Put (✓) or (✗):

1. EKB and ADL content have specialized search engines. ( )
2. You can use a collection to check the spelling and grammar. ( )
3. Paint can save images you create and insert them into document. ( )
4. The 10-20-30 rule is used in Microsoft PowerPoint. ( )
5. Reviews are a way to get information about a product. ( )

3 Choose the correct answer:

1. .... helps you to create websites online.
   a. Wordpress b. Excel c. MS Word d. None of them
2. The .... is an example of a non-commercial website.
   a. EKB b. Amazon c. Jumia d. none of them
3. One of the synchronous communication digital tools is ....
   a. video chat b. email c. recorded videos d. none of them
4. Most software programs are .... from the internet.
   a. moved b. downloaded c. deleted d. copied
5. .... tab contains the AutoSum function.
   a. Layout b. Design c. Home d. Formula

20 محافظة القليوبية 2024

1 Put (✓) or (✗):

1. You can buy products online from non-commercial websites. ( )
2. You can use Microsoft Word to make a film from a selection of still images. ( )
3. Assigning roles is based on the interests of each group member. ( )
4. Downloading files from the EKB to your device is not allowed. ( )
5. When you start creating your website, you can choose a blank template. ( )
6. Online libraries include newspapers and messages. ( )
7. Make sure the information you share, and its purpose aren't clear. ( )
8. Icons can be clicked to reach other sections or webpages. ( )

2 Choose the correct answer:

1. Subheadings have a .... font size than heading.
   a. bigger b. smaller c. larger d. the same
2. .... are found directly with in a web page and provide results based on what you type in the field.
   a. Menus b. Icons c. Search engines d. Links
3. Express your opinions in a .... is one of social responsibility.
   a. positive way b. negative way
   c. both (a. and (b) d. neither (a. nor (b)
4. The result of the equation (= A3 + B3) will be .... in case of A3= 5 and B3= 3
   a. 2 b. 8 c. 15 d. 2.5
5. You can use .... to send your work to other group members or to your teacher.
   a. email b. Excel c. Word d. Google Drive
6. The Editor icon is in Word's ....
   a. title bar b. scroll bar c. tool bar d. menu bar
7. It is better not to exceed the duration of presentation for .... minutes.
   a. 10 b. 20 c. 30 d. 40

21 محافظة اسيوط 2024

1 Put (✓) or (✗):

1. You can use the internet to help others via social media. ( )
2. The content of EKB is suitable for children only. ( )
3. Icons can be clicked to reach other sections or webpages. ( )
4. Websites are either commercial or non-commercial. ( )
5. We can buy products online from non-commercial websites. ( )
6. Be polite and be patient when communicating with others online. ( )
7. Online museums are wonderful reference sites that allow you to view museums digitally. ( )
8. You can use Excel to send your work to other group members or to your teacher. ( )

2 Choose the correct answer:

1. We shouldn't share .... information.
   a. nice b. good c. right d. false
2. .... are examples of reliable sources.
   a. Alexandria Digital Library b. EKB
   c. a and b d. None of them
3. .... is an example of a commercial website.
   a. ADL b. Amazon c. EKB d. None of them
4. One of the asynchronous communication digital tools is ....
   a. video chats b. instant chat rooms c. recorded videos d. all of them
5. .... or Bing are very useful.
   a. Google b. Specialized Search Engines
   c. Online museums d. None of them
6. You should download software from ....
   a. reliable sources b. untrusted sources c. unreliable sources d. None of them
7. You can use Ctrl + Alt + Del to solve the problem of screen freezes in ....
   a. Windows PC b. iPhone c. Android d. b and c

22 محافظة السويس 2024

1 Put (✓) or (✗):

1. Online museums allow you to view museums digitally. ( )
2. Amazon is a non-commercial website. ( )
3. Synchronous communication tools include video chat. ( )
4. The Alexandria Library is not a reliable online libraries. ( )
5. Binary numbers are a language that the computer understands. ( )
6. Paint program is used to check for spelling and grammar. ( )
7. Updates help programs to run more efficiently. ( )
8. Word program is used to create websites. ( )

2 Complete the following sentences with the correct word:

(Excel program - The Egyptian Knowledge Bank (EKB) - Google Maps - Microsoft Edge - Download - Google Play Store - Polite)

1. .... offers the world's largest collection of educational resources.
2. .... can provide clear and accurate directions.
3. .... is used to install software to Android device.
4. To install software; click on ....
5. .... is the web browser.
6. Whenever you're communicating, you should be ....
7. .... is used for numeric data drawn in the form of a graph.

23 محافظة الدقهلية 2024

1 Put (✓) or (✗):

1. EKB isn't free access for all Egyptian citizens. ( )
2. Some reviews may not be entirely fake, but they may be misleading. ( )
3. Google Maps are considered accurate and are regularly updated. ( )
4. Asynchronous uses video chats, live television shows, and instant chat rooms. ( )
5. As a digital citizen you have rights and responsibilities. ( )

2 Choose the correct answer:

1. Protection from .... is from your rights.
   a. Piracy b. Privacy c. both of them d. None of them
2. Online .... sometimes include dictionaries, thesauruses, and encyclopedias.
   a. museums b. maps c. libraries d. archives
3. Before opening any email attachment, you should make sure that it is ....
   a. virus b. safe c. danger d. checked
4. In Android to check for updates, go to .... then System Update.
   a. System b. Search box c. Taskbar d. File
5. .... is an example of a commercial website
   a. EKB b. Amazon c. MOE d. Wikipedia

3 Complete using the words between the brackets:

(Microsoft Edge – WordPress – PowerPoint – WordArt – email)

1. .... is a program used to create websites.
2. .... is the web browser that comes with Microsoft Windows.
3. Asynchronous communication tools include .... and text messages.
4. .... program is appropriate to create a presentation.
5. You can also insert .... to make text have even more impact.

24 محافظة البحر الأحمر – إدارة الغردقة 2024

1 Put (✓) or (✗):

1. Excel is used to collect numerical data. ( )
2. We can buy products online from non-commercial websites. ( )
3. Respecting the privacy of others is one of the rights of citizenship. ( )
4. You cannot attach files to your message when creating new email. ( )
5. It's important to plan your work before starting. ( )
6. You should use negative words when communicating online. ( )
7. Installation of new programs is limited to devices running the Android system only. ( )
8. The Egyptian Knowledge Bank offers the world's largest collection of online educational resources. ( )

2 Choose the correct answer:

1. .... is the web browser that comes with Microsoft Windows.
   a. Microsoft Edge b. Google c. Mozilla Firefox d. Chrome
2. One of the synchronous communications is ....
   a. text messages b. recorded voice c. instant chat rooms d. email
3. When the screen stops responding on a Windows computer, press ....
   a. Del b. Ctrl+Alt+Del c. Alt d. Restart
4. .... is a way to share information.
   a. Pollution b. Privacy c. Social media d. None of them
5. .... are used to define accurate direction.
   a. Online museums b. Online maps
   c. Online libraries d. Online meetings
6. When downloading file from the internet, you will find it in ....
   a. Recycle bin b. Pictures folder c. Downloads folder d. Documents
7. The presentation must not contain more than .... slides.
   a. 10 b. 20 c. 30 d. 40

Model Answers



Theme 3

Lesson 1

1
1 a 2 b 3 a 4 c 5 b
6 b 7 d 8 b 9 c

2
1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✗
6 ✓ 7 ✓ 8 ✓ 9 ✓ 10 ✗
11 ✓ 12 ✓

3
1 Go Green 2 PPE
3 Debris Tracker
4 #trackingppe 5 Instagram

Lesson 2

1
1 c 2 a 3 b 4 b 5 c
6 d 7 b 8 a 9 b 10 b
11 a 12 b 13 a 14 b 15 d

2
1 ✓ 2 ✓ 3 ✗ 4 ✗ 5 ✓
6 ✓ 7 ✗ 8 ✗ 9 ✗ 10 ✓
11 ✓ 12 ✓ 13 ✗ 14 ✓ 15 ✓
16 ✓ 17 ✗ 18 ✗ 19 ✗ 20 ✓

Play with Pony

– Play on your own.

Test Yourself on Lessons 1&2

1
1 b 2 b 3 a 4 c 5 a

2
1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✓

3
1 internet 2 Privacy
3 positive 4 responsibilities
5 Debris Tracker

Lesson 3

1
1 b 2 d 3 a 4 a 5 c
6 c 7 b 8 a 9 d 10 a
11 d 12 d 13 c

2
1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✗
6 ✗ 7 ✓ 8 ✗ 9 ✗ 10 ✗
11 ✓ 12 ✓

3
1 e 2 c 3 a 4 b 5 d

Lesson 4

1
1 c 2 a 3 b 4 a 5 b
6 a 7 b 8 d 9 c 10 b
11 c 12 c

2
1 ✗ 2 ✓ 3 ✗ 4 ✗ 5 ✗
6 ✗ 7 ✓ 8 ✓ 9 ✓ 10 ✓
11 ✓ 12 ✗

3
1 e 2 a 3 c 4 d 5 b

Play with Pony

– EKB
– Icons
– Menus

Test Yourself on Lessons 3&4

1
1 c 2 a 3 a 4 a 5 b

2
1 ✗ 2 ✓ 3 ✓ 4 ✓ 5 ✓

3
1 EKB 2 emojis
3 Icons 4 reliable
5 difficult

Lesson 5

1
1 c   2 b   3 a   4 d   5 c
6 a   7 a   8 b   9 c   10 b
11 b   12 c

2
1 ✓   2 ✓   3 ✗   4 ✓   5 ✓
6 ✗   7 ✓   8 ✓   9 ✗   10 ✗
11 ✓   12 ✗   13 ✓

3
1 Non-Commercial
2 Commercial   3 Non-Commercial
4 Non-Commercial
5 Commercial

Play with Pony

1 Non-commercial websites
2 Commercial websites

Lesson 6

1
1 a   2 b   3 b   4 d   5 b
6 a   7 a   8 d   9 b   10 a
11 b   12 c   13 c

2
1 ✓   2 ✗   3 ✗   4 ✓   5 ✗
6 ✗   7 ✗   8 ✓   9 ✓   10 ✓
11 ✗   12 ✗

3
1 Microsoft Edge
2 Microsoft Windows
3 Microsoft Editor
4 Sentence fragments, incorrect punctuation

Play with Pony

v	s	e	x	p	o	r	t	o	i	t	v	f	e	c	v	y	c
e	m	c	l	i	q	t	k	h	m	y	x	s	m	e	h	z	s
d	n	y	z	x	y	a	f	m	x	b	d	t	s	z	e	b	f
i	s	u	g	g	e	s	t	i	o	n	n	j	w	r	c	g	g
t	d	g	w	g	k	r	v	q	d	w	h	m	u	b	v	v	e
o	k	t	b	t	r	a	w	e	b	b	r	o	w	s	e	r	r
r	q	v	a	e	c	o	l	l	e	c	t	i	o	n	s	t	z
i	c	r	c	m	k	s	n	y	i	f	k	r	d	d	t	t	j
c	m	i	c	r	o	s	o	f	t	w	i	n	d	o	w	s	c
o	m	i	c	r	o	s	o	f	t	e	d	g	e	n	l	s	p
n	d	h	d	e	u	w	m	h	o	k	f	t	i	o	z	a	t
o	a	a	s	s	i	g	n	m	e	n	t	q	j	b	p	m	k

Test Yourself on Lessons 5&6

1
1 b   2 d   3 a   4 a   5 b

2
1 ✗   2 ✓   3 ✗   4 ✗   5 ✓

3
1 Windows   2 Editor
3 reviews   4 Amazon
5 misleading

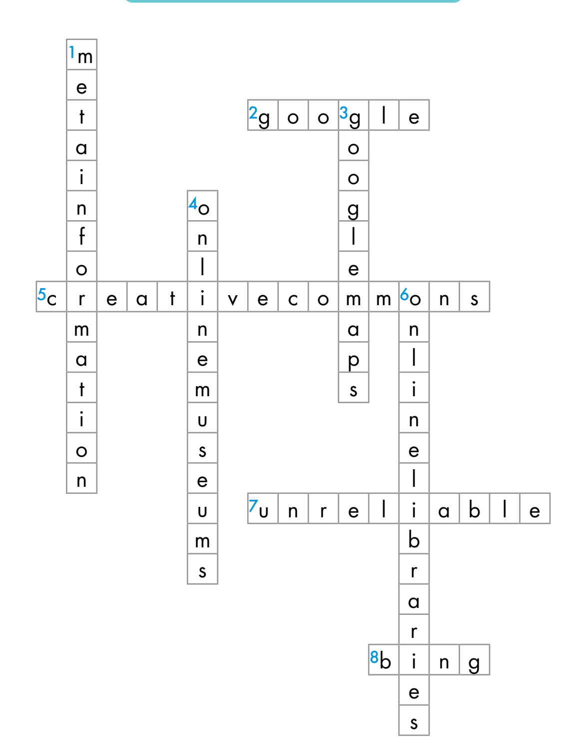
Lesson 7

1
1 d   2 a   3 b   4 c   5 b
6 c   7 b   8 c   9 a   10 c
11 a   12 b   13 b

2
1 ✗   2 ✓   3 ✓   4 ✗   5 ✓
6 ✗   7 ✓   8 ✓   9 ✓   10 ✗
11 ✗   12 ✓   13 ✗

3
1 directions   2 Online libraries
3 Meta information
4 Google or Bing
5 online maps

Play with Pony



Lesson 8

1
1 d 2 b 3 b 4 b 5 d
6 c 7 b 8 d 9 a 10 b
11 a 12 d 13 c 14 a 15 c

2
1 ✗ 2 ✓ 3 ✓ 4 ✗ 5 ✗
6 ✗ 7 ✓ 8 ✓ 9 ✓ 10 ✗
11 ✓ 12 ✗ 13 ✓ 14 ✓ 15 ✗
16 ✓

3
1 email 2 polite
3 real-time 4 Asynchronous
5 live TV show

Play with Pony

– Play on your own.

Test Yourself on Lessons 7&8

1
1 b 2 b 3 c 4 a 5 b

2
1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✓

3
1 response 2 Digital maps
3 Google 4 Email
5 polite

Play with Pony

– Play with your colleagues.

Model Exam 1

1
1 a 2 b 3 a 4 a 5 b
6 a 7 c 8 a

2
1 ✓ 2 ✓ 3 ✓ 4 ✗ 5 ✓
6 ✓ 7 ✗

Model Exam 2

1
1 a 2 c 3 b 4 b 5 b
6 b 7 b 8 c

2
1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✓
6 ✗ 7 ✗

Model Exam 3

1
1 a 2 b 3 a 4 a 5 b
6 c 7 a 8 a

2
1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✓
6 ✗ 7 ✓

Model Exam 4

1
1 a 2 a 3 c 4 a 5 a
6 d 7 c 8 a

2
1 ✓ 2 ✓ 3 ✗ 4 ✗ 5 ✓
6 ✓ 7 ✗

Model Exam 5

1
1 a 2 b 3 b 4 a 5 b
6 a 7 c

2
1 ✓ 2 ✗ 3 ✗ 4 ✗ 5 ✗
6 ✓ 7 ✗ 8 ✓

Theme 4

Lesson 1

1 1 b 2 a 3 d 4 a 5 d
6 a 7 a 8 b 9 c 10 a
11 b 12 b 13 d

2 1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✗
6 ✗ 7 ✗ 8 ✓ 9 ✓ 10 ✓
11 ✓

2 1 e 2 c 3 d 4 b 5 a

Lesson 2

1 1 c 2 a 3 a 4 c 5 b
6 d 7 a 8 a 9 b 10 c
11 b 12 b 13 a 14 b 15 a

2 1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✗
6 ✓ 7 ✓ 8 ✗ 9 ✓ 10 ✓
11 ✓ 12 ✓ 13 ✗ 14 ✓ 15 ✗
16 ✓ 17 ✗ 18 ✓

3 1 Ctrl+Alt+Del
2 power, 30 seconds
3 binary numbers
4 Google Play Store

4 a 4 b 2 c 1 d 3

Play with Pony

1 Start button >> Settings >> Update and Security >> Windows Update
2 Tap on the Apps icon >> Go to Google Play stores >> Find the app >> click Install.

Test Yourself on Lessons 1&2

1 1 a 2 a 3 c 4 b 5 a

2 1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✓

3 1 Raspberry Pi 2 Wind
3 download 4 Windows
5 binary system

Lesson 3

1 1 a 2 d 3 c 4 c 5 b
6 a 7 b 8 d 9 d

2 1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✗
6 ✗ 7 ✓ 8 ✗

3 1 '1' 2 '1001' 3 '5'
4 '1000' 5 '6'
6 '111' 7 '10' 8 '4'

Lesson 4

1 1 c 2 a 3 c 4 c 5 d
6 a 7 a 8 b

2 1 ✓ 2 ✗ 3 ✗ 4 ✗ 5 ✓
6 ✗ 7 ✓ 8 ✓ 9 ✗ 10 ✗
11 ✓ 12 ✗ 13 ✓ 14 ✓

3 1 MS Word 2 roles
3 Email 4 Paint
5 technology

Play with Pony

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Test Yourself on Lessons 3&4

1

1 a	2 a	3 d	4 c	5 b

2

1 ✗	2 ✓	3 ✗	4 ✓	5 ✗

3

1 decimal 2 email
3 binary
4 Microsoft Office 365
5 project

Lesson 5

1

1 a	2 d	3 c	4 c	5 b
6 b	7 a	8 b	9 c	10 b
11 d	12 b	13 c		

2

1 ✓	2 ✓	3 ✓	4 ✓	5 ✓
6 ✓	7 ✗	8 ✓	9 ✓	10 ✗
11 ✗	12 ✗	13 ✓		

3

1 MS PowerPoint 2 Excel
3 Processing 4 =
5 Add Chart Element

Play with Pony

– Researching >> collecting >> classifying >> processing

Lesson 6

1

1 c	2 a	3 d	4 d	5 a
6 b	7 b	8 a	9 b	

2

1 ✗	2 ✓	3 ✗	4 ✓	5 ✓
6 ✗	7 ✓	8 ✓	9 ✗	10 ✗
11 ✓	12 ✗	13 ✓	14 ✓	

3

1 audio 2 Movie Maker
3 WordArt 4 Graphs
5 colors

Play with Pony

– Play on your own.

Test Yourself on Lessons 5&6

1

1 b	2 d	3 b	4 b	5 c

2

1 ✗	2 ✓	3 ✓	4 ✓	5 ✓

3

1 PowerPoint 2 Excel
3 Movie Maker
4 audio clips 5 WordArt

Lesson 7

1

1 b	2 b	3 a	4 c	5 a
6 a	7 a	8 c	9 b	10 a
11 b				

2

1 ✗	2 ✗	3 ✓	4 ✓	5 ✓
6 ✗	7 ✗	8 ✓	9 ✓	

3

1 e	2 c	3 b	4 d	5 a

Play with Pony

– A storyboard

Lesson 8

1

1 d	2 b	3 b	4 d	5 b
6 a	7 b	8 b	9 a	10 b

2

1 ✓	2 ✗	3 ✗	4 ✗	5 ✓
6 ✗	7 ✗	8 ✓	9 ✓	10 ✗
11 ✗				

3

1 HTML 2 MS Word
3 Subheadings
4 font size ,color 5 headings

Play with Pony

– Play on your own.

Test Yourself on Lessons 7&8

1

1 d	2 c	3 d	4 b	5 b

2

1 ✗	2 ✓	3 ✓	4 ✗	5 ✓

3
1 PowerPoint 2 File
3 30 4 overwhelm
5 10

Play with Pony

– Play with your colleagues.

Model Exam 1

1
1 a 2 b 3 a 4 a 5 a
6 b 7 c 8 b

2
1 ✗ 2 ✓ 3 ✗ 4 ✗ 5 ✗
6 ✓ 7 ✗

Model Exam 2

1
1 b 2 b 3 b 4 c 5 d
6 a 7 a 8 b

2
1 ✓ 2 ✗ 3 ✗ 4 ✗ 5 ✗
6 ✓ 7 ✓

Model Exam 3

1
1 a 2 c 3 c 4 d 5 c
6 b 7 a 8 b

2
1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✓
6 ✗ 7 ✓

Model Exam 4

1
1 c 2 a 3 b 4 a 5 b
6 d 7 a 8 a

2
1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✗
6 ✗ 7 ✗

Model Exam 5

1
1 d 2 b 3 a 4 c 5 b
6 a 7 a 8 b

2
1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✓
6 ✗ 7 ✓

Model Exams Answers

1 محافظة القاهرة – ادارة القاهرة الجديدة 2024

1
1 d 2 b 3 b 4 b 5 d
6 d 7 b 8 b

2
1 ✓ 2 ✓ 3 ✓ 4 ✗ 5 ✓
6 ✗ 7 ✗

2 محافظة القاهرة – إدارة مصر القديمة 2024

1
1 c 2 c 3 b 4 d 5 c
6 c 7 a 8 c 9 c 10 b

2
1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✗

3 محافظة القاهرة – إدارة مدينة نصر شرق 2024

1
1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✗
6 ✓ 7 ✗ 8 ✓

2
1 d 2 b 3 b 4 d 5 a
6 b 7 c

4 محافظة القاهرة – إدارة عين شمس 2024

1
1 ✗ 2 ✗ 3 ✓ 4 ✓ 5 ✓

2
1 b 2 c 3 a 4 b 5 a
6 c 7 a 8 b 9 c 10 b

5 محافظة القاهرة – إدارة الزيتون 2024

1
1 ✓ 2 ✓ 3 ✗ 4 ✗ 5 ✓
6 ✗ 7 ✓

2
1 b 2 b 3 d 4 b 5 b
6 c 7 a 8 c

6 محافظة القاهرة – إدارة الشروق 2024

1
1 ✗ 2 ✓ 3 ✗ 4 ✓ 5 ✓
6 ✓ 7 ✓

2
1 d 2 d 3 b 4 c 5 b
6 c 7 d 8 c

7 محافظة القاهرة – إدارةعين شمس 2024

1
1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✗
6 ✗ 7 ✓

2
1 a 2 a 3 c 4 d 5 a
6 c 7 a 8 a

8 محافظة القاهرة – إدارة الشرابية 2024

1
1 a 2 b 3 b 4 a 5 b

2
1 WordArt 2 Meta information
3 headings 4 Word
5 Misleading

3
1 c 2 d 3 a 4 e 5 b

9 محافظة الجيزة – إدارة الهرم 2024

1
1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✗
6 ✗ 7 ✗ 8 ✗

2
1 b 2 b 3 a 4 a 5 a
6 a 7 a

10 محافظة الجيزة – إدارة الدقي2024

1
1 ✓ 2 ✗ 3 ✗ 4 ✓ 5 ✓

2
1 a 2 b 3 a 4 c 5 a

3
1 responsibilities
2 EKB 3 online maps
4 Movie Maker 5 Excel graphs

11 محافظة الجيزة – إدارة 6اكتوبر 2024

1
1 b 2 c 3 a 4 b 5 b

2
1 ✗ 2 ✗ 3 ✗ 4 ✓ 5 ✓

3
1 Email 2 Google and Bing
3 Google Maps 4 Amazon
5 Movie Maker

12 محافظة الجيزة – إدارة العمرانية 2024

1
1 ✓ 2 ✓ 3 ✓ 4 ✗ 5 ✓
6 ✓ 7 ✗ 8 ✓

2
1 a 2 b 3 a 4 b 5 b
6 a 7 a

13 محافظة الإسكندرية - إدارة المنتزه أول 2024

1
1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✓
6 ✓ 7 ✓ 8 ✓

2
1 c 2 b 3 b 4 a 5 b
6 a 7 a

14 محافظة الإسكندرية - إدارة المنتزه ثان 2024

1
1 ✗ 2 ✗ 3 ✓ 4 ✓ 5 ✓

2
1 b 2 c 3 b 4 b 5 c
6 b 7 a 8 b 9 c 10 d

15 محافظة الإسكندرية – إدارة شرق 2024

1
1 a 2 a 3 b 4 b 5 c
6 c 7 d

2
1 ✗ 2 ✓ 3 ✓ 4 ✓ 5 ✓
6 ✓ 7 ✓ 8 ✗

Model Answers

16 محافظة الإسكندرية - إدارة وسط 2024

1
1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✗
6 ✓ 7 ✗ 8 ✓

2
1 c 2 a 3 a 4 b 5 c
6 b 7 c

17 محافظة الإسكندرية – إدارة الجمرك 2024

1
1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✓

2
1 b 2 a 3 b 4 c 5 a

2
1 binary Numbers 2 privacy
3 WordPress 4 PowerPoint
5 Movie Maker

18 محافظة الإسكندرية – إدارة العجمي 2024

1
1 ✓ 2 ✓ 3 ✗ 4 ✓ 5 ✓

2
1 b 2 a 3 b 4 a 5 d

3
1 WordPress
2 Microsoft Edge
3 Online maps 4 Movie Maker
5 Ctrl+Alt+Del

19 محافظة الدقهلية- إدارة بلقاس2024

1
1 Windows 2 Movie Maker
3 HTML 4 CSR
5 directions

2
1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✓

3
1 a 2 a 3 a 4 b 5 c

20 محافظة القليوبية 2024

1
1 ✗ 2 ✗ 3 ✓ 4 ✗ 5 ✓
6 ✗ 7 ✗ 8 ✓

2
1 b 2 c 3 a 4 b 5 a
6 c 7 b

21 محافظة اسيوط 2024

1
1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✗
6 ✓ 7 ✓ 8 ✗

2
1 d 2 c 3 b 4 c 5 a
6 a 7 a

22 محافظة السويس 2024

1
1 ✓ 2 ✗ 3 ✓ 4 ✗ 5 ✓
6 ✗ 7 ✓ 8 ✓

2
1 EKB 2 Google Maps
3 Google play store 4 Download
5 Microsoft Edge 6 polite
7 Excel Program

23 محافظة الدقهلية 2024

1
1 ✗ 2 ✓ 3 ✓ 4 ✗ 5 ✓

2
1 a 2 c 3 b 4 a 5 b

3
1 WordPress 2 Microsoft Edge
3 Email 4 PowerPoint
5 WordArt

24 محافظة البحر الأحمر – إدارة الغردقة 2024

1
1 ✓ 2 ✗ 3 ✗ 4 ✗ 5 ✓
6 ✗ 7 ✗ 8 ✓

2
1 a 2 c 3 b 4 c 5 b
6 c 7 a